SHARP®

ZQ-630
ZQ-640
ZQ-650

ZQ-650

ELECTRONIC ORGANIZER

OPERATION MANUAL

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Separate the Quick Reference Guide from this manual and keep for reference.

This equipment complies with the requirements of Directive 89/336/EEC as amended by 93/68/EEC.

Dieses Gerät entspricht den Anforderungen der EG-Richtlinie 89/336/EWG mit Änderung 93/68/EWG.

Ce matériel répond aux exigences contenues dans la directive 89/336/CEE modifiée par la directive 93/68/CEE.

Dit apparaat voldoet aan de eisen van de richtlijn 89/336/EEG, gewijzigd door 93/68/EEG.

Dette udstyr overholder kravene i direktiv nr. 89/336/EEC med tillæg nr. 93/68/EEC.

Quest' apparecchio è conforme ai requisiti della direttiva 89/336/EEC come emendata dalla direttiva 93/68/EEC.

Η εγκατάσταση αυτή ανταποκρίνεται στις απαιτήσεις των οδηγιών της Ευρωπαϊκής Ενωσης 89/336/ΕΟΚ, όπως ο κανονισμός αυτός συμπληρώθηκε από την οδηγία 93/68/ΕΟΚ.

Este equipamento obedece às exigências da directiva 89/336/CEE na sua versão corrigida pela directiva 93/68/CEE.

Este aparato satisface las exigencias de la Directiva 89/336/CEE modificada por medio de la 93/68/CEE.

Denna utrustning uppfyller kraven enligt riktlinjen 89/336/EEC så som kompletteras av 93/68/EEC.

Dette produktet oppfyller betingelsene i direktivet 89/336/EEC i endringen 93/68/EEC.

Tämä laite täyttää direktiivin 89/336/EEC vaatimukset, jota on muutettu direktiivillä 93/68/EEC.

Introduction

Congratulations on purchasing the ZQ-630/ZQ-640/ZQ-650 Electronic Organizer.

Please read this operation manual thoroughly to familiarize yourself with all the features of the unit and to ensure years of reliable operation. You may also find it useful to keep this operation manual on hand for reference.

Some of the accessories described in this manual may not be available at the time you purchase this product.

Check with your local SHARP dealer concerning availability.

All company and/or product names are trademarks and/or registered trademarks of their respective manufacturers.

Note:

* The differences between ZQ-630/ZQ-640/ZQ-650 are memory capacity. Also, the ZQ-650 Organizer has an optical communication terminal (IrDA), while ZQ-630 and ZQ-640 do not. The remainder of the functions are common.
* Unless otherwise specified, the text and material in this manual apply to both models.
* One of the models described in this manual may not be available in some countries.
* Some of the accessories described in the manual may be unavailable in some countries.

NOTICE

* SHARP strongly recommends that you keep separate permanent written records of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, SHARP assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.

* SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and any of its functions, such as stolen credit card numbers, the loss or alteration of stored data, etc.

* The information provided in this manual is subject to change without notice.

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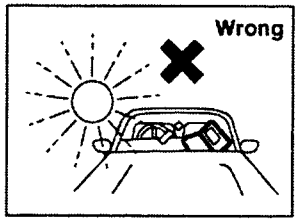
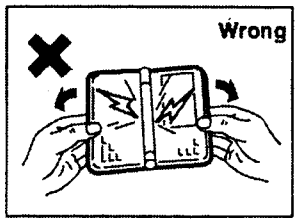
Caring for the Organizer

The Organizer contains sophisticated circuitry and a glass display panel which can be damaged if not handled with care. A few precautions should be taken regarding the Organizer's care to ensure it gives you many years of reliable and trouble-free use.

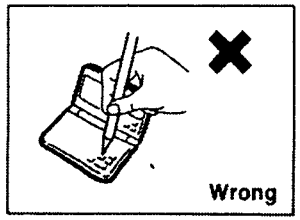
* Keep the Organizer away from extreme heat. Do not leave it on the dashboard of a car or near any source of heat. Do not leave it in any place that is extremely damp or dusty.



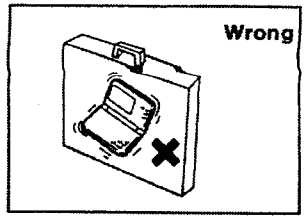
* Do not drop the Organizer or subject it to severe impact or extreme force. Bending the Organizer unduly can damage it.



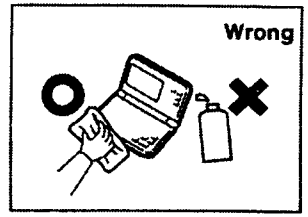
* Do not use extreme force when pressing the keys. Do not use any sharp, pointed object or even your fingernails to press them.



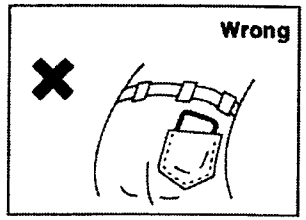
* Sharp or hard object can scratch and damage the Organizer. Make sure it is adequately protected when carried with other objects. Do not carry it loose in a bag or briefcase: find a pocket or secure compartment within your bag.



* Clean the Organizer only with a soft, dry cloth. Do not use solvents.



* Do not carry the Organizer around in your back pocket, as it may break when you sit down. The display is made of glass and is very delicate.



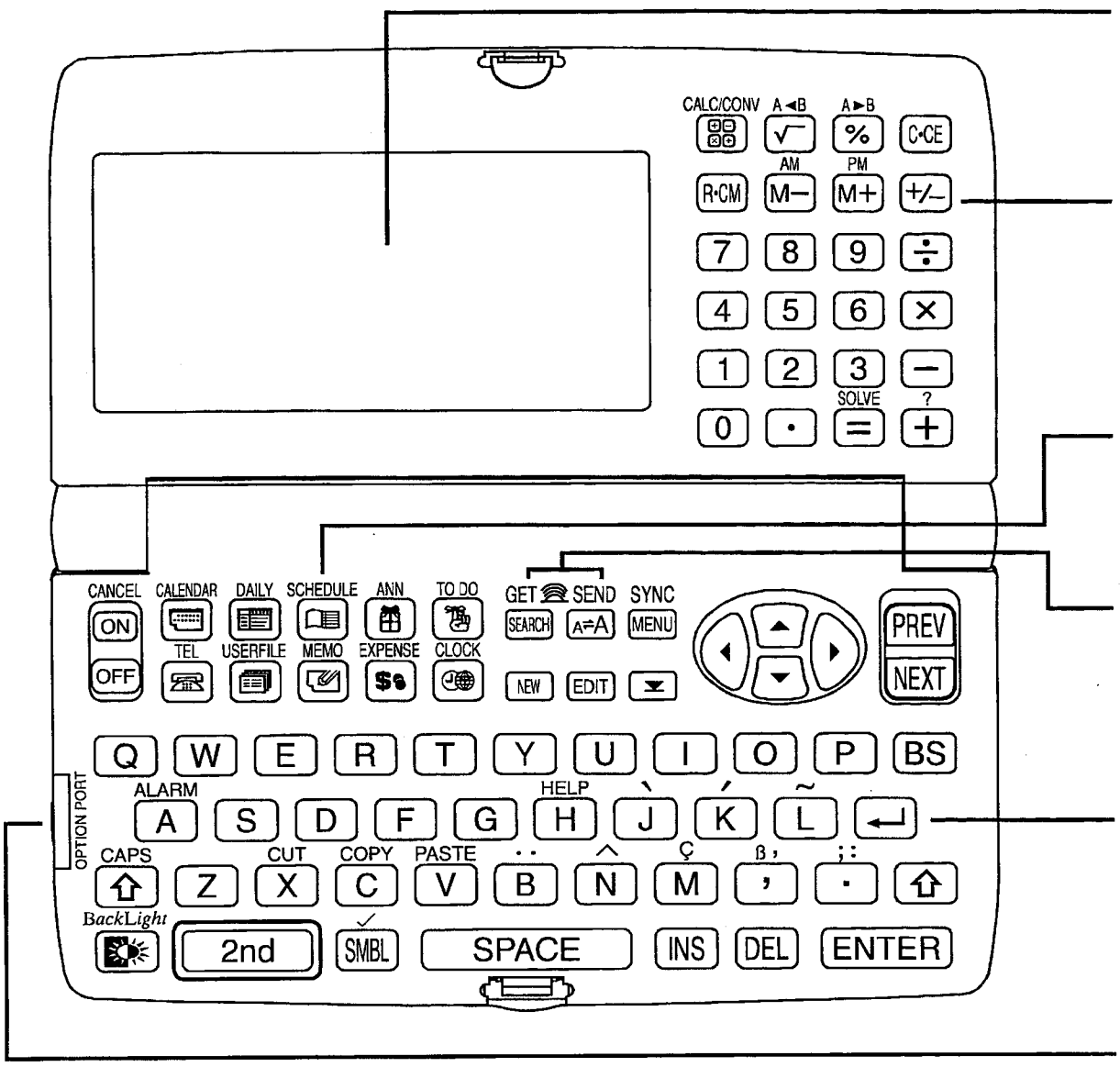
* Since this product is not waterproof, do not use it or store it where fluids, for example water, can splash onto it. Raindrops, water spray, juice, coffee, steam, perspiration, etc. will also cause malfunction.

* Replace the batteries as soon as they become weak (see p.90). Failing to replace weak batteries may result in leakage or lost data.

CHAPTER 1
Getting Started

This chapter explains everything you need to know to set up and begin working with your Organizer, from installing the batteries to initialization. The chapter also includes a labeled illustration of the parts of the Organizer, and basic explanation of its key features, from the keyboard to the display and its symbols.

Part Names and Functions



Display
Shows information, and is used for navigating the various functions.

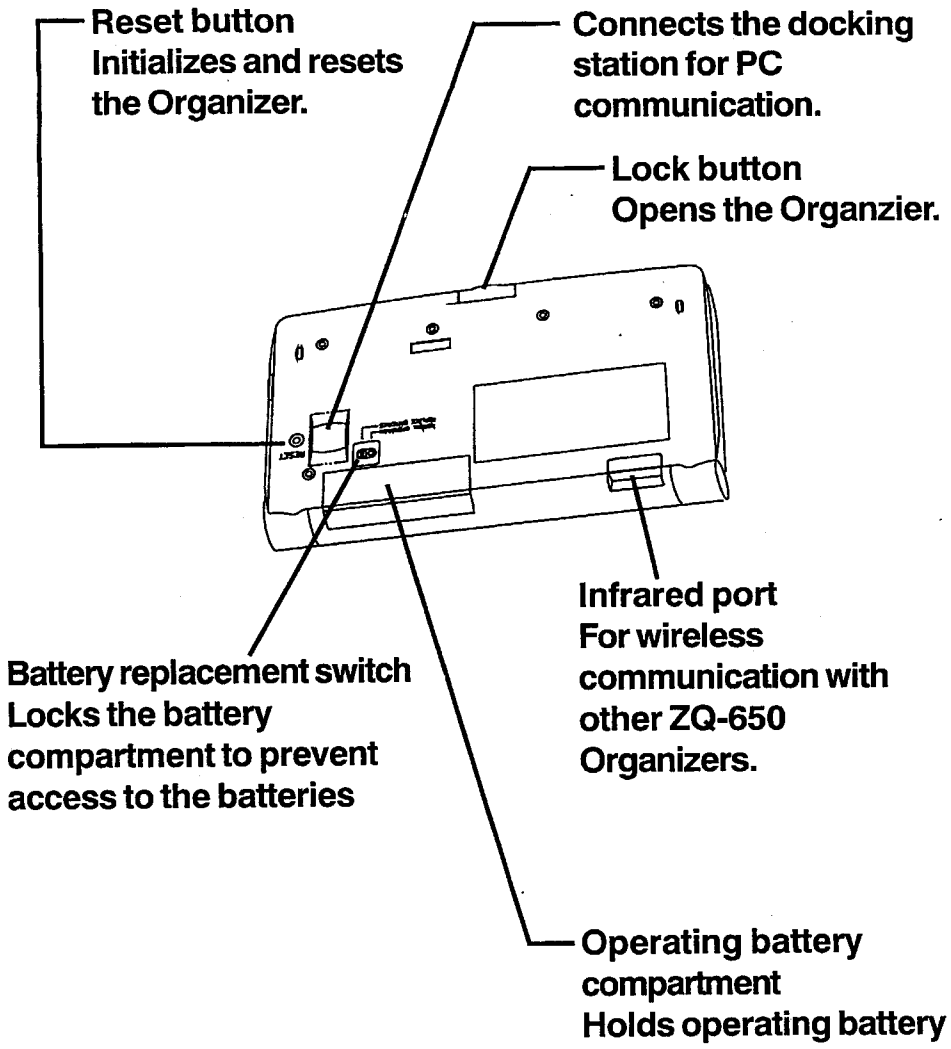
Numeric keypad
Used for operating the calculator and entering numbers in other applications.

Application keys
Starts appropriate applications.

Infrared Transfer (IRDA)
For data transfer between two ZQ-650 Organizers via the infrared port. (only ZQ-650 has the function of infrared transfer.)

Keyboard
For entry of characters and commands.

4-pin cable jack
Connects 4 pin Communication Cable for other interfaces, etc.

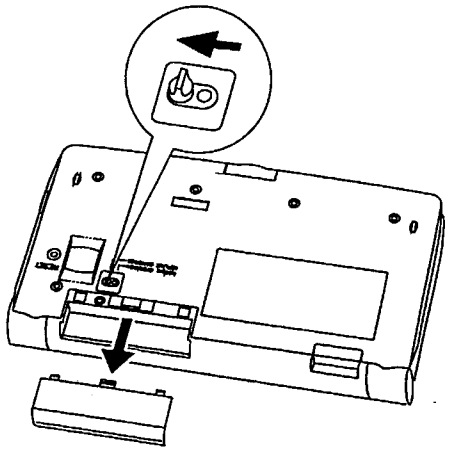

Reset button
Initializes and resets the Organizer.
Connects the docking station for PC communication.
Lock button
Opens the Organzier.
Infrared port
For wireless communication with other ZQ-650 Organizers.
Battery replacement switch
Locks the battery compartment to prevent access to the batteries
Operating battery compartment
Holds operating battery

Getting the Organizer Up and Running

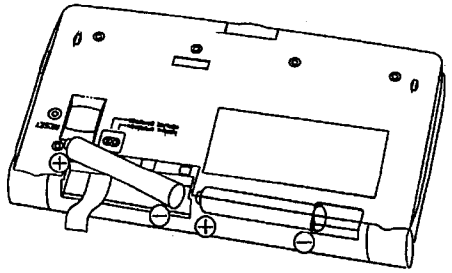
Installing the batteries

1. Set the battery replacement switch on the bottom of the Organizer to REPLACE BATTERIES (the red dot becomes visible).

2. Slide off the operating batteries cover.



3. Insert two batteries on top of the ribbon tab, making sure they are positioned correctly according to plus (+) and minus (-) polarity, as shown below.



4. Replace the cover.

5. Set the battery replacement switch back to NORMAL OPERATION (the red dot disappears).

* The Organizer will not function unless the battery replacement switch is in the NORMAL OPERATION position.

Initializing

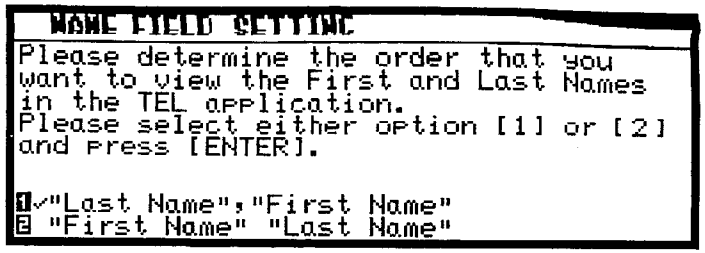
The Organizer must be initialized when it is used for the first time.

1. Press and hold the [ON] key.

2. While holding down the [ON] key, push the RESET button on the bottom of the Organizer using a pen or some other pointed object. The following message will appear.

3. Press [Y] to select the Name Field Setting.

The Name Field Setting window appears.


NAME FIELD SETTING
Please determine the order that you want to view the First and Last Names in the TEL application.
Please select either option [1] or [2] and press [ENTER].
1✓"Last Name","First Name"
2 "First Name" "Last Name"

4. Press 1 or 2 to select the desired name order. Press [ENTER] when you have finished.

5. Or you can press [N] to initialize the Organizer rather than to select the Name Field Setting.
The LCD Contrast screen then appears.

6. If the display is not clear, press [▲] and [▼] or [PREV] and [NEXT] until the display is satisfactory.

7. Press [ENTER] when ready.

The message "Working...Please Wait." appears while the Organizer proceeds with the initialization procedure.

The Organizer then automatically starts the SETUP utility, so that the owner information, the time and date and various other settings are defined before use.

Setting up the Organizer after Initialization

The Organizer takes you through the various steps needed to set up the Organizer before use. These steps are described below. We strongly recommend that you complete the entire SET UP procedure before starting to actually use your Organizer.

* Welcome messages and instructions
* Setting the Owner Information
* Setting the Clock
* User's Preferences

Welcome messages and instructions

After completing the LCD Contrast setting above, the Organizer displays the following welcome message, briefly outlining its functions.

```
WELCOME TO YOUR NEW PERSONAL ORGANIZER
Look what your new organizer can do:

* Track your expenses
* Store hundreds of names and numbers
* Organize your busy schedule
* Manage all of your things to do
* And much, much, more ...

Press [ENTER] to run setup.
```

Press [ENTER] to proceed with the User Setup.

The User Setup introduction appears to explain the operations you are about to carry out.

Press [ENTER] to continue.

The User Setup Basic Instructions appear to instruct you how to move around the screen during User Setup and normal use.

You can use [▲] [▼] [◀] [▶] to move around the screen. You can also use [PREV] and [NEXT] to move from field to field.

Press [ENTER] to proceed with setting the Owner Information (or [CANCEL] to exit the SETUP procedure).

Setting the Owner's Information

The Owner Information comprises your name, address and telephone number.

* If you make a mistake while entering the Owner Information, don't worry! You can amend the Owner Information easily during normal use, so just proceed with the rest of the User Setup. (see PREFERENCES, p.82)

1. After pressing [ENTER] after the previous Basic Instructions screen, the Set Owner Information screen appears.

```
SET OWNER INFORMATION
NAME      Pat Jones_
NUMBER
ADDRESS

Press [ENTER] to set up the CLOCK, or
[CANCEL] to exit setup.
```

2. Enter your name, then press [▼] or [NEXT]. The cursor moves to the NO. field.

3. Enter your number an example, tel number, mobile phone number, etc. Then press [▼] or [NEXT]. The cursor moves to the ADDRESS field.

4. Enter your full address.

* Press [↵] to move the start of the next line in ADDRESS.

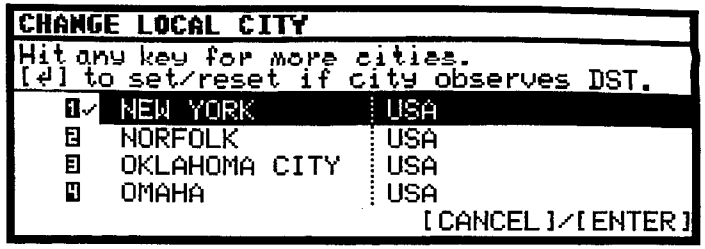
5. Press [ENTER] when done.

Press [ENTER] to proceed with setting up the Clock as described below (or [CANCEL] to quit the User Setup procedure).

Setting the Clock

In order for the Calendar, Schedule, To Do, and other time-based applications to work correctly, the built-in clock must be set to the correct time, date and city. The Clock application displays the time in two different cities: the Local city, where the user normally lives or works, and the World city, which is any other city of the user's choice. When the Organizer is first initialized, the Local city is automatically set to New York, and the World city is London. Before setting the Clock's correct time, you should first select the Local City for which you want to set the time.

After entering the Owner Information above, the following list of cities appears:



1. If the desired city does not appear, press [PREV] or [NEXT] to display more cities.

* You can jump to a particular country by pressing the first letter of that country's name.

2. Select the desired city by moving the cursor to it and then press [ENTER] to confirm. Or select numbers [1] - [4] directly.

The Daylight Saving Time screen appears.

3. If your city is currently on Daylight Saving Time, press [Y], otherwise press [N].

The ADJUST TIME/DATE window then appears.

4. Select the time system you want the Clock to use by pressing [◀] or [▶], then press [▼] or [NEXT].

5. In the LOCAL DATE field, press [▼] to display the pop-up calendar. Use [PREV] and [NEXT] to select the current month, then use the arrow keys to select today's date.

6. Press [ENTER] once the date has been selected. The pop-up calendar disappears and the date now appears in the LOCAL DATE field.

7. Enter the local time, preceding single-digit hours and minutes with "0".

8. Press [PM] to select PM or [AM] for AM, then press [ENTER].

A new screen then appears to inform you that the basic setup procedure is now completed, and the Organizer is ready for use. However, there are other areas in which you can customize your Organizer further by setting various options.

Advanced Setup

1. Select ADVANCED SETUP from the User Setup screen.

The User Setup display then appears. There are three choices available.

1 Change World City
2 Set Start-up Display
3 Lock Organizer

If you do not wish to set the Advanced Setup at this time, press [ENTER] to exit set up. The Calendar application display then appears, and you can begin to use your Organizer.

To set one of the Advanced Setup, select the appropriate option.

Setting the World City

As well as setting the Local City previously, you can also select the world city, used to display the time in another city of your choice alongside the Local time. When the Organizer is initialized, the World city is set to London.

To select the World city:

1. Select CHANGE WORLD CITY from the Advanced Setup screen.

The CHANGE WORLD CITY screen appears. A list of six capital cities is given, with four cities displayed at one time.

2. If the city you wish to select does not appear in the list, type the first letter of the desired country.

3. Select the desired city by moving the cursor to it and then press [ENTER]. Or select numbers [1] - [4] directly.

Setting the Start-up Display

You can control the way Organizer behaves each time you turn it on, including the background that appears. The Start-up display offers four options:

START-UP 1:	Globe & SHARP logo
START-UP 2:	Air Plane
START-UP 3:	World Map Image
START-UP 4:	NONE

1. In the START-UP field, you can choose a decorative background to be displayed each time the Organizer is turned on.

2. Press number 1-4 to get the desired display.

The Advanced Setup screen reappears.

Setting the Password and Locking the Organizer

The Organizer allows you to keep selected entries in your Organizer secure by locking it with a password. Once the Organizer is locked, the Secret entries cannot be accessed until the Organizer is Unlocked, for which the password must be given.

Select this option if you want to define a password and lock the Organizer.

1. From the Advanced Setup screen, select LOCK ORGANIZER.

The Set Password and Lock Organizer screen appears.

2. Enter the password you wish to use then press [ENTER].

3. Re-type the password to confirm and then press [ENTER].

A message appears reminding you to remember your password or keep it in a safe place.

4. Press [ENTER].

The Advanced Setup screen reappears.

To start working with the Organizer

After initialization and the User Setup has been set, the Organizer is ready to be used for normal work, such as the entry of information.

1. Select START ORGANIZING.

The Calendar application opens in the 3-Month view.

2. Select any application you wish to use by pressing the corresponding key.

Turning the Organizer on and off

Press [ON] to turn the power on and [OFF] to turn the power off. The Organizer will not operate if the battery replacement switch is in the REPLACE BATTERIES position.

Auto power off

To conserve battery power, the Organizer will turn itself off if it has not been used for about 7 consecutive minutes. However, in order to avoid accidentally interrupting data transfers, the auto power-off function is disabled while communicating with other devices.

If the Organizer's power goes off automatically before an entry you have been working with is stored in an application, the

data will not be lost. When you press [ON], the Organizer will return to the same operating state as before the power turned off automatically.

Setting the LCD contrast to suit various lighting conditions

From time to time, the contrast of the LCD display may have to be adjusted for ideal readability. You may find, for example, that a contrast setting that was fine for the home or office is not adequate when outdoors or when traveling on public transport. Follow the procedure below to adjust the LCD contrast.

1. Press [MENU] three times to open the TOOLS menu.
2. Select ADJUST LCD CONTRAST.
3. Adjust the contrast by pressing [▲] and [▼] or [PREV] and [NEXT].
4. Press [ENTER] when you are satisfied with the contrast.

Turning the key beep on and off

The Organizer can be set to make a sound (a beep) each time a key is pressed. This may help you to know whether a key has been pressed properly. The default setting is on, indicated by a musical symbol ♪ on the bottom of the display. You can use the TOOLS menu to change the setting.

1. Press [MENU] three times to open the TOOLS menu.
2. Select KEY SOUND ON (✓ indicates that the option is currently set.)

The key beep is now turned off and the musical symbol ♪ disappears from the bottom line of the display.

Backlight

The Organizer provides a built-in Backlight, which allows you to view the display and use the Organizer even in low-light conditions, eg. in a theater, restaurant, or business presentation. Pressing [BACKLIGHT] once illuminates the display for around 1 minute. When already on, press [BACKLIGHT] again to turn it off.

If you press [2nd] [BACKLIGHT], the Backlight will remain on for as long as you continue to use the Organizer, until you have not typed any key for 1 minute. This is useful if you want to enter or access some information that will take longer than 1 minute.

The Backlight may remain on for less than 1 minute if the battery level is very low.

Note: Do not use the Backlight unnecessarily.

* Since the Backlight drains power from the operating batteries, excessive use of the Backlight will significantly reduce your battery life.
* Continuous use of the Backlight will, over time, lead to gradual loss of brightness.

Getting to Know Your Organizer

ZQ-630, ZQ-640, ZQ-650 Organizers are a compact yet sophisticated information management device that you can use anytime, anywhere. Their applications and utilities allow you to enter and organize information, and it has powerful communications facilities that enable you to put that information to optimum use when you return to your home or office. You can quickly update your computerized mailing lists, for example, or even transfer your notes, letters and memos onto a PC for further processing.

Applications

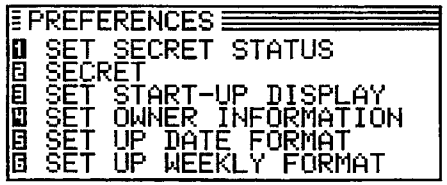
Operations on the Organizer are performed using applications. The Organizer's Calendar and Schedule, for example, are applications that record and display time related information. To start an application, press the corresponding key on the top of the keyboard.

When working in one application, you can switch to another application simply by pressing that application key. Data being processed in the first application will be saved, even if the entry is not complete.

Menu operations

Another powerful aspect of using the Organizer is its menu system, which can be used to quickly issue commands and perform operations. Two universal menus, PREFERENCES and TOOLS, are available from all applications. In addition, all applications have a menu for functions and commands that are specific to each application.

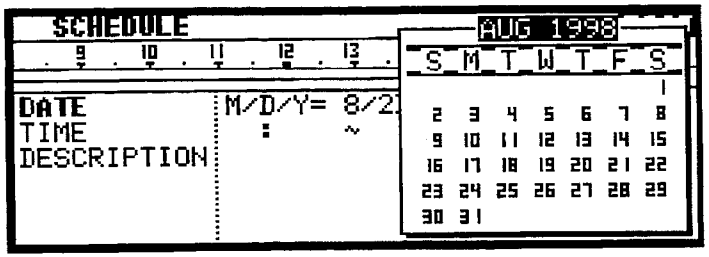
Press [MENU] once displays the application menu, which contains the operations and commands specific to the particular application. Pressing [MENU] successively displays the PREFERENCES, TOOLS and PERIPHERALS menus.



Pop-up menus

The Organizer's pop-up menus offer a convenient and efficient method of selecting options from pre-defined lists, similar to many of the latest personal computer application software packages. Most applications and functions contain some pop-up fields. When the user moves to one of these fields, the pop-up symbol appears on the right of the field. Pressing [▼] causes the pop-up menu to appear, containing a list of options or values currently available for that field. You can then select the desired item from the list without having to type any text.

In addition, all date fields function as pop-up fields. Whether a date can be entered, the user can press [▼] to display the special pop-up one-month calendar. You can use [PREV] and [NEXT] to select the desired month, then the arrow keys to select the desired date. You may find this more convenient than typing in the date directly, since the pop-up calendar also shows the days of the week.



The keyboard

The Organizer's keyboard has a standard layout, just like a typewriter or computer. [⇧] works just like the Shift key on a typewriter or computer, and [2nd] [⇧] is like the Caps Lock key.

Above the keyboard are the special keys used to start the Organizer's various applications, work with the various menus and control the cursor on the screen.

Symbols in white above a key such as ' or : can be accessed by holding down [⇧] and then pressing the appropriate key.

Functions in blue above a key, such as HELP, can be accessed by pressing the particular key after pressing [2nd]. There is no need to hold down [2nd] while you press the desired key.

The [2nd] key can also be used as a convenient way of entering some alternative characters commonly used in European languages. To enter one of these characters (appearing in blue above certain keys on the keyboard), press the [2nd] key followed by the corresponding key.

* Special symbols and characters, such as "&", "?" and "/", can also be entered by using [SMBL]. For a full explanation, see P.71.

Display symbols

The following symbols appear at the bottom of the screen to indicate various operating conditions.

*	This symbol appears at the bottom of the display to indicate that the current entry (in View or Edit mode) has been marked as Secret.
↑ ↓ ← →	These symbols indicate that all information in an entry cannot be shown simultaneously on the display. The additional entries or fields which cannot fit onto the display can be viewed by pressing the displayed arrow keys.
2nd	The [2nd] key has been pressed.
BATT	The operating batteries are weak and need to be replaced (see p.90)
CAPS	[2nd] [⇧] has been pressed. In caps lock mode, all typed letters will be in upper case. Press [2nd] [⇧] again to turn off caps lock.
	The Organizer is locked. Entries marked as secret cannot be accessed without first entering the password and unlocking the Organizer (see p.83).
EDIT	The entry on the display can be edited.
	All alarms are enabled. When this symbol is not shown, the alarm sound for any alarms that have been set is disabled (see p.60).

♪ The key sound is on (see p.13).

This symbol appears at the bottom of the display while the backlight is on.

Built-in help and other messages

The Organizer has a built-in help feature which acts as a convenient, on-line reference manual. You can call up the Help feature at any time simply by pressing [2nd] [HELP]. On-line help is quite extensive, so you may have to call up more than one screen to find the information you require.

When built-in help is not available

On-line help is only available when called from an application screen, ie. not while performing a menu command, opening message box or some other operation. Pressing [2nd] [HELP] when there is no application display on the screen will have no effect. Help is also not available within the Clock and Calculator applications.

How to use built-in Help

If you press [2nd] [HELP] from any application screen (excluding Clock and Calculator applications), the HELP INDEX appears:

```
WHAT WOULD YOU LIKE HELP ON?

(1) Creating a new entry
(2) Searching entries
(3) Editing
(4) Deleting
(5) General help

To select: Press number  [CANCEL]: Quit
```

To get Help, press the number corresponding to the menu option describing the kind of Help you want. Pressing [CANCEL] takes you back to the display you were in previously. After selecting a number, the first page of help for corresponding topic is displayed.

If you make a selection from the above menu, the display that appears will resemble the following example:

```
CREATING A NEW ENTRY - FROM SCHEDULE  1
• Use [NEXT] or [PREV] to scroll through
  schedule and display the desired date
• Press [NEW]
• Enter the start and end time
• Enter an alarm time if desired
• Type in a description
• Press [ENTER] to store the entry
[NEXT]: More help          [CANCEL]: Quit
```

In this type of display, pressing [NEXT] takes you to the next page of the display, pressing [PREV] takes you to the previous page, and pressing [CANCEL] takes you back to the HELP INDEX menu.

From time to time during normal operation, the Organizer will display messages to guide you through necessary tasks. Many of these messages will give you a choice of commands or ask you to confirm important operations, while others will simply display information for you to read. In most cases, you must make a selection or simply acknowledge the message before continuing.

Other messages may display information briefly before disappearing.

Chapter 2
General Operation

This chapter introduces most of the Organizer's basic operations. The Tel application will be used for the examples. However, most of the techniques described here can be applied to all of the Organizer's applications.

Opening an Application

To start an application, simply press the corresponding key, located on the top of the keyboard. Each time you press [CALENDAR], [SCHEDULE], [TO DO], [ANN], [CLOCK], [TEL], [USER FILE], [MEMO], [EXPENSE], [DAILY] or [CALC/CONV], the selected application will appear. Any application already being displayed will be hidden whenever a new application is selected. You can always return to another application at the exact point where you left off simply by pressing its key again. However, only one application at a time can ever be displayed.

Selecting the Display Modes

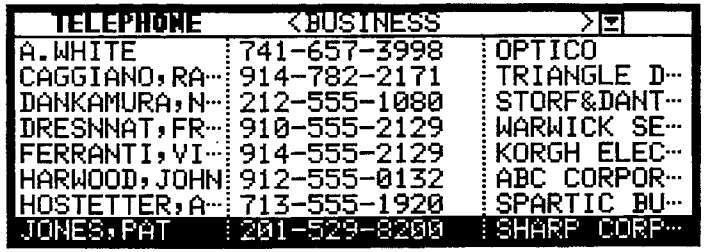
Once an application is open, you can switch between three basic display modes: Index, View and Edit. Each display mode has its own unique appearance and particular purpose. Index mode is normally the default view when an application is opened, and provides a summary of the individual entries that have been created. Pressing [ENTER] after selecting a particular entry causes the entry to be displayed in View mode, which shows the full details of the entry. During View mode, the word VIEW appears at the top of the screen, and no entry details may be altered.

Pressing [EDIT], either when an entry is displayed in View mode or is selected in Index Mode, causes the entry to be displayed in Edit mode. The entry's details can then be altered as desired. During Edit mode, the word EDIT appears at the top of the screen. Edit mode is also used when an entry is being created (by pressing [NEW]).

* The Calc (except Conversion function) and Clock applications do not have Index, View or Edit modes.

Index mode

Index mode shows you a one line view of each entry within the application. This allows you to easily find a particular entry, which you can then display in full (View mode) by pressing [ENTER].

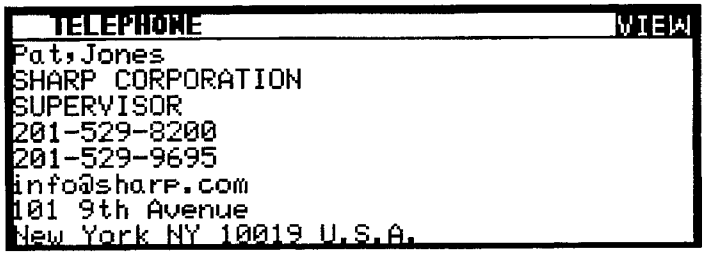


Other operations:

[NEW]	Creates a new entry for the current application (in Edit mode).
[EDIT]	Displays the currently selected entry and edits it (Edit mode).
[DEL]	Deletes the currently selected entry.
[PREV] [NEXT]	Displays any previous/subsequent entries not shown.
[▲] [▼]	Selects an entry
[▼]	Displays category menu and user can select a category.

View mode

View mode allows you to see the full details of an entry, without being able to edit or change it.

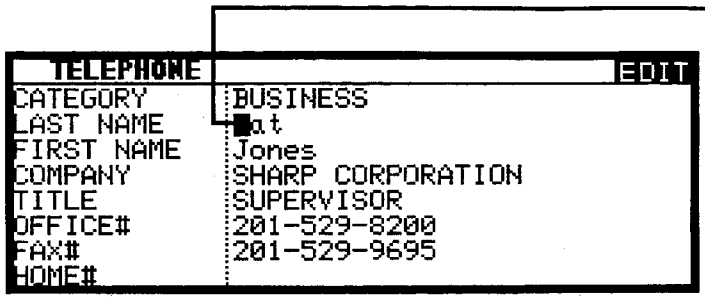


Other operations:

[NEW]	Creates a new entry for the current application (in Edit mode).
[EDIT]	Edits the currently displayed entry.
[DEL]	Deletes the currently selected entry.
[PREV] [NEXT]	Displays any previous/subsequent entries not shown.
[▲] [▼]	Displays any information not shown within an entry.

Edit mode

Edit mode is used to create a new entry or edit an existing entry.



Other operations:

[CANCEL]	When user cancels to edit the data in edit mode, "Do you really want to throw away all of these changes? Yes/No" will be shown for confirmation.
[ENTER]	Stores an entry in the Organizer's memory or initiates an operation.
[▼]	Activates the pop-up menu for a field displaying the "pop-up" symbol.
[▲] [▼] [◀] [▶]	Moves the cursor
[PREV] [NEXT]	Selects a field.

Creating a New Entry

In Index or View mode, pressing [NEW] opens a blank form for creating a new entry.

Make the following new Tel entry:

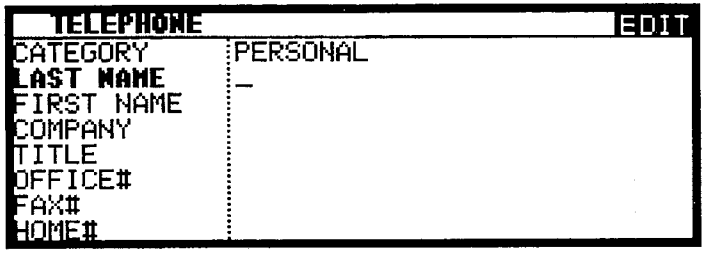
CATEGORY	PERSONAL
FIRST NAME	Pat
LAST NAME	Jones
COMPANY	SHARP CORPORATION
TITLE	SUPERVISOR
OFFICE#	201-529-8200
FAX#	201-529-9695

1. Press [TEL] to open the application.

The application opens in Index mode.

2. Press [NEW] on the keyboard.

A blank form opens in Edit mode.



3. Type in the last name Jones.

4. Press [▼] or [NEXT] to move to the FIRST NAME field.

5. Type in Pat.

6. Press [▼] or [NEXT] to move to the COMPANY field.

7. Type in SHARP CORPORATION.

8. Press [▼] or [NEXT] to move to the TITLE field.

9. Type in SUPERVISOR.

10. Press [▼] or [NEXT] to move to the OFFICE# field.

11. Type in 201-529-8200.

12. Press [▼] or [NEXT] to move to the FAX# field.

13. Type in 201-529-9695.

14. Press [▲] or [PREV] to move to the CATEGORY field. Press [▼] to open the pop-up menu. Press [1] - [8] to select the appropriate option.

15. Press [ENTER] to store the entry.

The message "Stored!" appears briefly. The entry is now stored in the Organizer's memory and displayed in View mode.

* For other useful methods available in Edit mode, see below.

* Press [2nd] [ENTER] to store an edited entry as new, leaving the original unchanged.

Editing an Existing Entry

To edit an entry already stored in memory, you must first access the entry in Edit mode (in which it was originally created).

1. Press [TEL] to open the application.
2. Select the desired entry in Index mode.
3. Press [EDIT] to open the entry in Edit mode.
4. Make any necessary changes.
5. Press [ENTER] to store the changes when you are finished.

The new, edited entry is now stored, replacing the original entry.

Editing Techniques

This section explains all the general editing techniques used in Edit mode when making a new entry or editing an existing entry in all of the applications. (The Memo application has many additional features for working with text; see p.47 for more information.)

Fields

Most applications divide the display into field boxes. The number of fields in each application varies, as do the types of fields. The different types of field include text fields, a date field, time fields and pop-up fields. There are also a few special types of text fields. In the User Files application, you can define the number and names of fields according to your preferences (see p.43).

You can type any character into a text field. The size of a text field is limited only by the size of the entry. Text fields adjust their size automatically to accommodate the number of lines entered.

Only a date can be entered in a date field, usually in the format MM/DD/YYYY. For example, you would type 06231998 to enter JUNE 23, 1998.

Only a time of day can be entered in the time field, in the format of HH:MM followed by [AM] or [PM] (for AM and PM). For example, to enter 9:00 AM, you would type 0900 then press [AM].

When the pop-up symbol ▼ appears by a field while editing an entry, this indicates that a pop-up menu is available for the field. The pop-up menu contains a list of values available for the field, and is used by pressing [▼] and selecting the desired value from the pop-up list. Note that the pop-up symbol only appears next to a field in Edit mode, when the field is selected. When you move out of a pop-up field, the pop-up symbol disappears.

The cursor

The cursor is used to work with text, indicating the position where text will be entered or deleted. It is also used to select items from menus or lists.
In text fields, where there is no restriction on the type of text (letters or numbers) that can be entered, the cursor appears as ◀ in insertion mode, or ▮ as in overwrite mode (see p.23).

In the date and time fields, the cursor appears as ▮, indicating that numbers only should be entered in a specified format (see above).

* In text fields or boxes when there is no character at the cursor position, the cursor appears as _.

Typing in text

Typing in text is simple and straightforward. The Organizer's keyboard layout is just like the keyboard on a typewriter or computer.

Letters (lower-case and upper-case)

Any of the standard letters (A to Z) can be entered by pressing the corresponding key. All letters will normally appear in lower case. Hold down either of the [⇧] keys while pressing letter key(s) to enter upper-case letters. [2nd] [⇧] functions like a "Caps lock" key on a typewriter or computer. Once pressed, the symbol CAPS will appear in the display. Any letters typed while the Organizer is in CAPS mode will appear in upper case. To switch back to lower-case mode, simply press [2nd] [⇧] again. To enter lower-case letters while in CAPS mode, hold down [⇧] while pressing a letter key.

Numbers

Numbers are entered using the numeric keypad located to the right of the display. The numbers are entered regardless of whether CAPS mode is on or off.

Symbols

The symbols that appear in white above certain keys can be entered directly from the keyboard. Holding down [⇧] while pressing the appropriate key will allow you to enter these symbols. Colons can be entered by holding down [⇧] and pressing the [•] key. In addition, a large number of special

symbols are available by pressing [SMBL] (see p.71)

Moving around the display

You can move the cursor around the display with the cursor keys [◀], [▶], [▲] and [▼]. In addition, you can hold any cursor key down for continuous rapid movement.

The following convenient keyboard shortcuts are also available in Edit mode:

[2nd] [▶]	Moves the cursor to the end of the line.
[2nd] [◀]	Moves the cursor to the beginning of the line.
[2nd] [▲]	Moves the cursor to the first line of a field.
[2nd] [▼]	Moves the cursor to the last line of a field.

Inserting and overwriting text

To insert text into some existing text, move the cursor past the character after which you wish to insert text and begin typing. Insertion mode is the Organizer's default setting, indicated by the triangle cursor ◀. To switch to the overwriting mode, press [INS]. Any text you enter will replace the existing text. The cursor appears as ▮ in the overwrite mode. To switch back to the previous mode, press [INS] again.

Deleting text

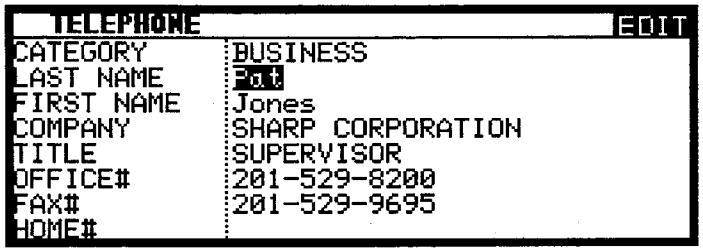
If you make a mistake while entering text, use the following keys to erase the incorrect text, then enter the correct text:

[BS]	Deletes the character before the cursor
[DEL]	Deletes the character at the cursor's current location.

Working with blocks of text

Working with a block of text is sometimes easier and more convenient than working with characters one by one. The first step is to select the text to work with.

1. Hold down the [⇧] key while using the cursor keys to move over the entire text that you want to work with. This will "highlight" the text (display it in reverse white on black).



2. You can now perform a number of operations on the selected text:

[BS] or [DEL] Deletes the selected text.

[2nd] [COPY] Copies the selected text to the clipboard so that it can later be pasted to another location.

[2nd] [CUT] Deletes the selected text from its current location and moves it to the clipboard.

[2nd] [PASTE] Replaces the selected text with whatever is currently in the clipboard.

→ For a full explanation of the Cut/Copy/Paste functions, see p.69.

Scrolling the display

If there is more information than can be displayed at one time, an arrow will appear at the bottom of the display. The arrows indicate the direction you need to scroll in. Press [▼] or [▲] to scroll the information one line at a time.

Finding Specific Entries in Your Organizer

There are a number of ways that you can locate entries and information in your Organizer. One is to scroll between entries using the [NEXT] and [PREV] keys. Others are as follows.

Using Index mode

Index mode gives you a listing of all the entries in a particular application. It is useful for providing a summary list of the entries contained for that application, from which a desired entry may be selected.

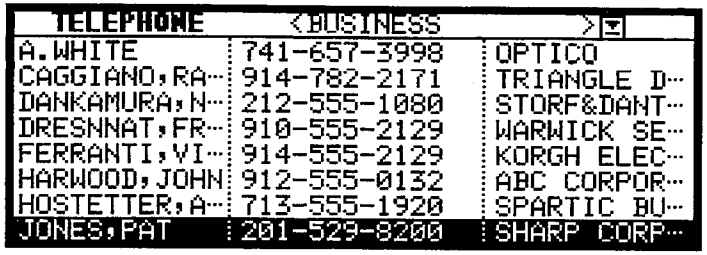
Many applications open in whichever mode was active when they were last used, ie. View, Edit or Index mode.

1. Press the desired application key.

2. If it is not already displayed, switch to Index mode by pressing [CANCEL].

A list of the existing entries appears.

3. If the desired entry is not displayed, you can scroll the list of entries by pressing [▼] and [▲].



4. When the desired entry is displayed, select it and press [ENTER] to see the entry in full.

5. You can also press any letters/symbols/numbers, then the most relevant entry will be highlighted. Press [ENTER] to see the details of the entry. (Only Telephone and User File applications provide this function.)

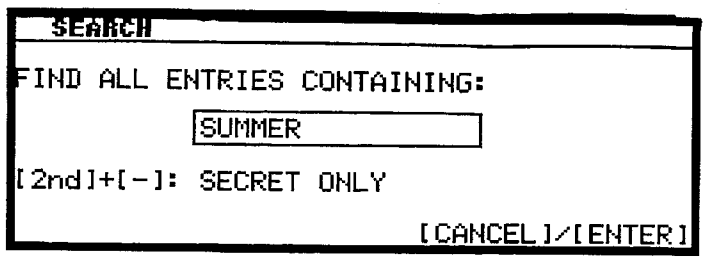
Using keywords

If you know a particular entry is in your Organizer, but you don't remember where, you can use the Search command to find it.

1. Press the desired application key.

2. Press [SEARCH].

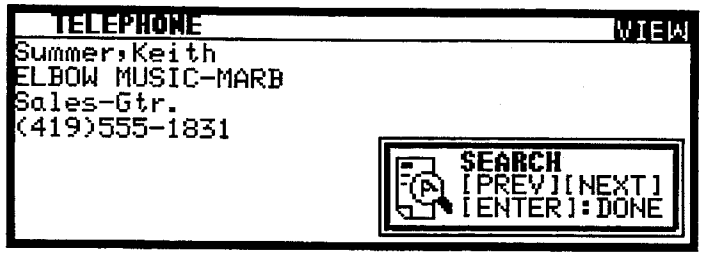
The Search window will open.



3. Enter the name you are looking for. For example, type SUMMER.

* To search only secret entries (see p.84), press [2nd] [-] to check the SECRET ONLY item.

The Organizer will now display the first entry that contains the "keyword" that you entered.



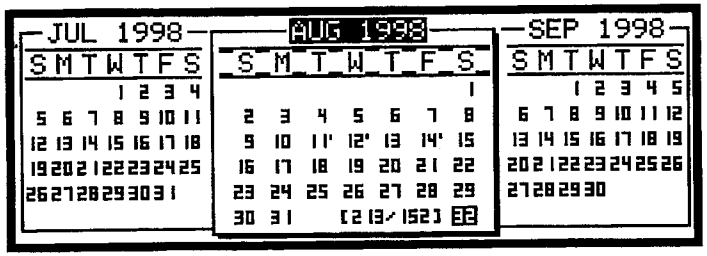
If there is more than one entry that contains the keyword, press [NEXT] until you find the entry you are looking for. Then press [ENTER] when you have finished searching.

By date

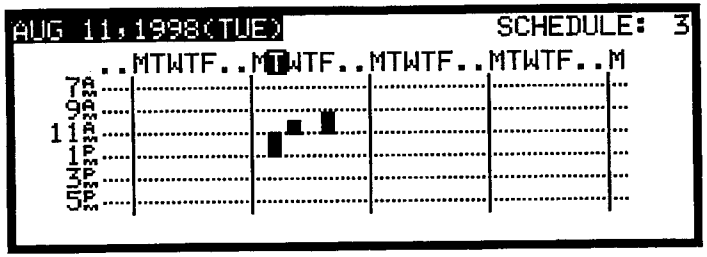
You can use the various Calendar views to quickly and easily find information related to a time and/or date.

1. Press [CALENDAR].

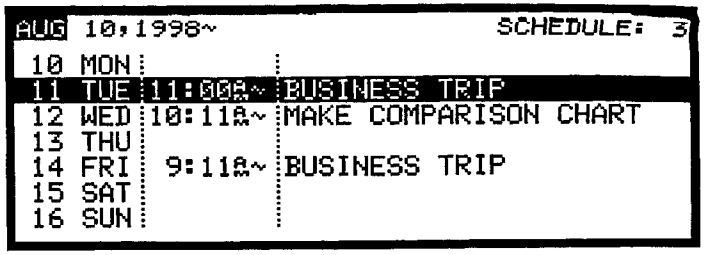
The calendar appears in the preset view.



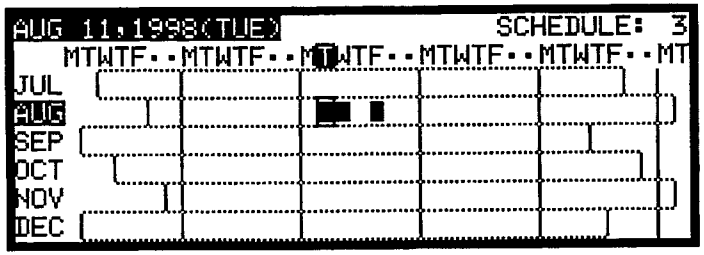
2. Select a day using the cursor keys, then press [ENTER] to see the Monthly Graph.



3. Press [ENTER] again to see the Weekly Calendar.



4. Press [ENTER] again to see the Yearly Graph.



→ For more information about using the Calendar application, see p.31.

* You can open the Calendar menu by pressing [MENU] to select the desired Calendar view.

Deleting Entries

Entries in the Organizer can be deleted using either the [DEL] key or the application menu.

Deleting single entries

1. Open the desired application.
2. Select the entry in Index mode.
3. Press [DEL] on the keyboard.

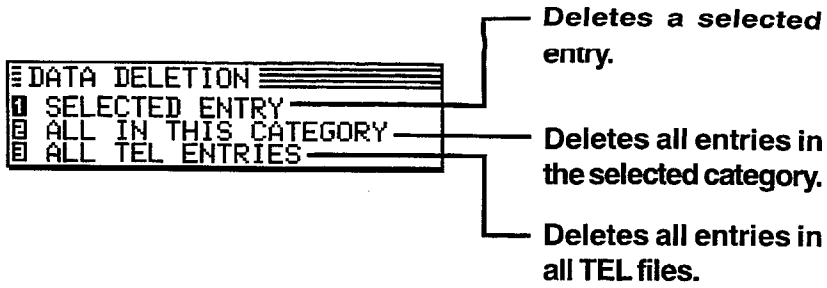
A confirmation message appears asking if you are sure you want to delete the selected entry.

4. Press [Y] (or [N] to cancel the deletion).

Deleting entries using the application menu

You can also make deletions using the application menu. The DATA DELETION submenu allows you to do this flexibly and easily.

1. Open the desired application.
2. Select the entry in Index mode or display it in View mode.
3. Press [MENU] to open the application menu.
4. Select DATA DELETION, then press [ENTER].


DATA DELETION
1 SELECTED ENTRY
2 ALL IN THIS CATEGORY
3 ALL TEL ENTRIES
Deletes a selected entry.
Deletes all entries in the selected category.
Deletes all entries in all TEL files.

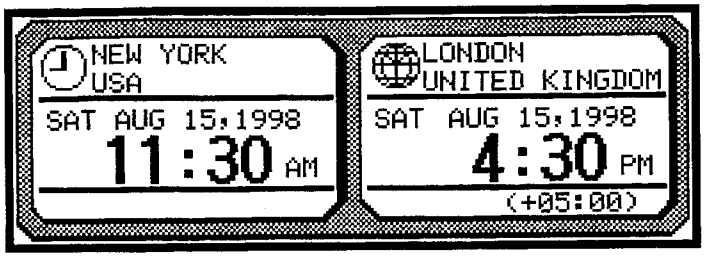
5. Select SELECTED ENTRY, then press [ENTER].

A warning message appears asking if you are sure you want to delete the entry.

6. Press [Y] (or [N] to cancel the deletion).

Checking the Time and Date

1. To check the current date and time, press [CLOCK].



2. Press any other application key to close the Clock application.

→ For a full explanation of the Clock application, see p.57.

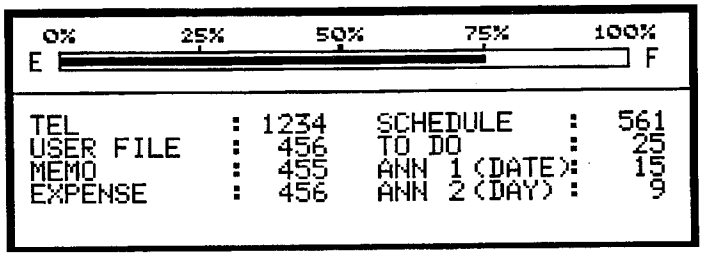
Checking the Memory

The Organizer has a certain memory capacity in which operations are carried out and data that has been entered, such as phone numbers and memos, are stored. When the amount of data already stored approaches the Organizer's maximum memory capacity, you may not be able to store an entry or the data being processed may be lost when you change applications. To avoid these problems, you should check the remaining memory space regularly and free up space when necessary by deleting out-of-date entries. The Check Memory function allows you to easily check the amount of free memory available in the Organizer, and thus avoid the inconvenience of running out of memory and losing data.

1. Press [MENU] three times to display the TOOLS menu.

2. Select CHECK MEMORY, then press [ENTER].

The display shows the summary of the Organizer's memory usage and availability.

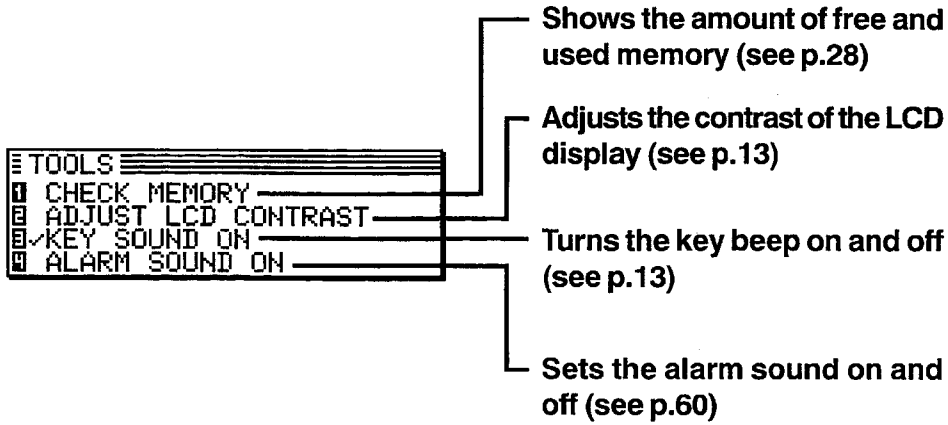


3. Press [ENTER] or [CANCEL] to close the display.

* Even if the display shows a small amount of free memory available, that amount may be insufficient for certain operations to work properly. You are strongly recommended to carry out regular "housekeeping" by deleting unwanted or out-of-date information to prevent the memory becoming full.

The TOOLS Menu - the Organizer's *Basic Utilities*

Many of the basic utilities are accessed through the TOOLS menu. The menu is also used to set up and configure certain features, such as the display contrast. An illustration and summary of the TOOLS menu (including page references where full explanations can be found) are provided below.


TOOLS
1 CHECK MEMORY
2 ADJUST LCD CONTRAST
3 ✓KEY SOUND ON
4 ALARM SOUND ON
Shows the amount of free and used memory (see p.28)
Adjusts the contrast of the LCD display (see p.13)
Turns the key beep on and off (see p.13)
Sets the alarm sound on and off (see p.60)

Other important facilities and functions are provided via the PREFERENCES menu, which allows you to tailor the Organizer and is described in Chapter 10, and the PERIPHERALS menu, which provides commands for data transferring, described in Chapter 9.

Chapter 3
Time Management

The Organizer's Calendar, Schedule, To Do, Daily Calendar and Ann (Anniversary) applications let you structure and manage your time easily, whether scheduling appointments or giving reminders about important people and events. The explanations and examples in this chapter will give you the information you need to make all of the time management features of these applications work for you on a daily basis.

The Calendar Application

The Calendar represents the Organizer's most central utility. It serves as a calendar that you can reference at any time for the correct date, and also as a time management utility, indicating important dates so that you can keep track of your time and appointments. The application performs as a highly sophisticated calendar that can display details of any month from January 1901 to December 2099. The Calendar also provides you with a convenient way of accessing, viewing and making new entries in the Ann and Schedule applications.

The Calendar provides you several Calendar views: Yearly Graph, 3-Month View, Monthly Graph, Weekly Calendar. You can also jump to Daily Calendar just by pressing [DAILY] key.

Yearly Graph:	The first half of the year (from January to June) and the second half (from July to December) are graphically displayed on one screen each.
3-Month Calendar:	The specified month is centered, and the previous and the next months are shown on the left and the right, respectively.
Monthly Graph:	Hours are shown as a vertical axis, day of the week as a horizontal axis and the specified day is reversed.
Weekly Calendar:	The specified week is shown on the screen.

Daily Calendar: A time bar of the specified day is shown.

You can use the Calendar menu to select a particular Calendar view directly, regardless of which view you are already using.

1. Press [MENU] to open the Calendar menu.

2. Select VIEWS.

3. Select the desired view in the VIEWS menu.

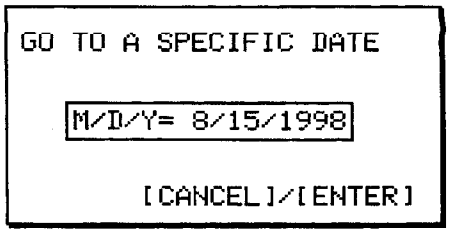
* You can also jump to Daily Calendar by pressing [DAILY] directly. In the Daily Calendar, highlight an entry and press [ENTER] to display the details of the entry.

Selecting a date

From any view, you can scroll to the previous or next time period (whether the next month, week, or day) by pressing [PREV] or [NEXT], then moving the cursor to a specific date to select it for display in another Calendar view. However, another convenient way of selecting a date that is not on the display is using GO TO A SPECIFIC DATE in the Calendar application menu.

1. Press [MENU] in any Calendar view, and select GO TO A SPECIFIC DATE.

A date entry window appears.



2. Enter the date you want to select in the order of month, day, and year. Single-digit months and days should be preceded by a "0".

3. Press [ENTER].

The selected date will appear in the current Calendar view.

* You can press [2nd] [CALENDAR] to directly skip to today.

* You can press [2nd] [DAILY] to jump to today's Daily calendar.

* In Yearly Graph, 3-Month Calendar and Monthly Graph Views, you can press [NEW] to open a new Schedule record.

Date Calculating

You can find and display any date a given number of days before or after a particular date.

Example: View the calendar 60 days from today.

1. Enter into the 3-Month view.

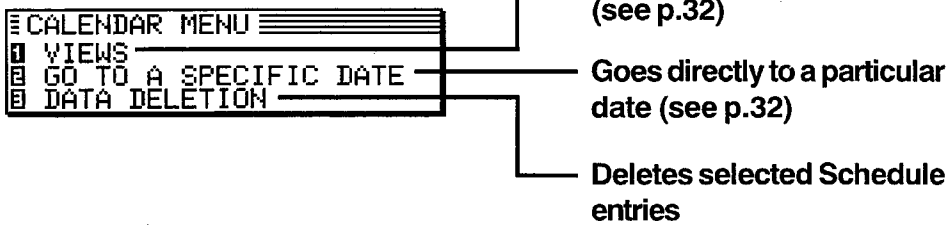
2. Press [2nd][CALENDAR] to make the today's date blinking.

3. Press [+] 60 [=] to specify the date 60 days in the future. The calendar for the corresponding month appears, with the appropriate date selected.

* Press [-] to specify a number of days in the past, [+] for a number of days in the future.

* Any entries, whether or not they are registered as secret, can be accessed in Yearly Graph and Monthly Graph.

The Calendar application menu


CALENDAR MENU
1 VIEWS
2 GO TO A SPECIFIC DATE
3 DATA DELETION
Select the Calendar view (see p.32)
Goes directly to a particular date (see p.32)
Deletes selected Schedule entries

The Schedule Application

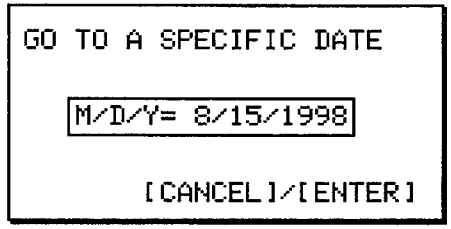
The Schedule application allows you to enter appointments, times and dates for meetings, parties and events, and also to set an alarm to sound prior to or at the time of a scheduled entry. This makes it easy to organize your entire day and manage your appointments. Schedule entries are indicated on the Calendar's Yearly Graph view, 3-Monthly view, Monthly graph view, Weekly Calendar view and Daily Calendar view.

Selecting a specific date

If you want to jump to a specific date to find entries or make a new entry, you can do it easily using the application menu.

1. In Index or View mode of the Schedule application, press [MENU], and select GO TO A SPECIFIC DATE.

A date entry window appears.



2. Enter the date you want to go to.

3. Press [ENTER].

The first entry on that day is selected in Index mode, or displayed in View mode.

If you would like to make a new entry, press [NEW], or if you would like to view other entries on that date, press [NEXT] or [PREV].

Making entries for recurring and extended events

Using the Schedule application's Repeat function, you can copy entries to other days or dates without having to type in each one individually. This is convenient for those appointments, meetings, and other events that are held regularly. The Repeat function can also be used to enter an event that spans a period of a few days or a few weeks, such as a business trip or vacation. Six different types of repeating events include:

Daily
Repeats on the following one or more days for events that span consecutive days.

Work day
The same as Daily repeat, but excludes weekends.

Weekly
Repeats the same day each week for regular weekly events.

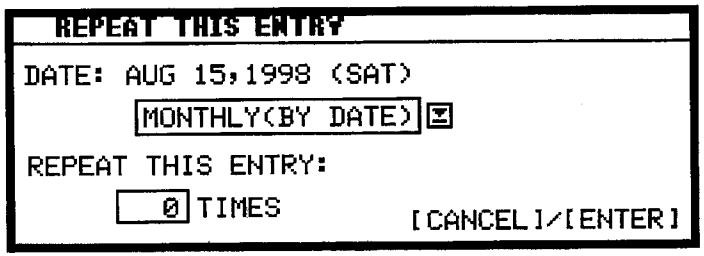
Bi-weekly
Repeats every other week.

Monthly by day
Repeats the same day of each month (for example, the first Tuesday) for regular monthly events on a specific day.

Monthly by date
Repeats the same date each month (for example, the 10th) for regular monthly events on a specific date.

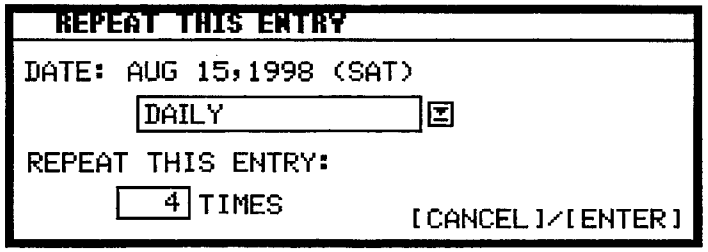
For example, if you have a five-day vacation beginning on AUG 15th:

1. Press [NEW].
2. Enter 08151998 in the DATE field.
3. Move to the DESCRIPTION field.
4. Enter the description. Type *Vacation*.
5. Press [ENTER].
6. Press [MENU] and select REPEAT THIS ENTRY.



7. Press [▼] to display the pop-up list, then select DAILY.

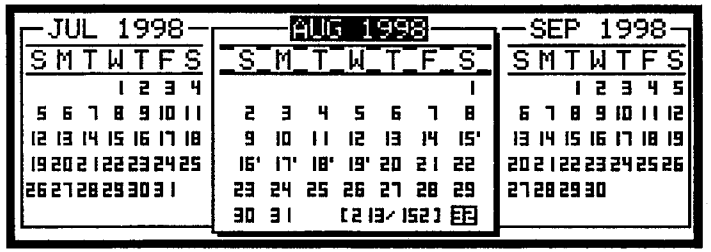
8. Enter the number of additional days on which the event will be repeated. An entry can be repeated up to 999 times. In this case, type 4 (together with the original entry, the event will occur on five days).



9. Press [ENTER].

Your five-day vacation is now stored.

You can confirm that your vacation has been entered by checking the Calendar monthly view.



* To repeat any entry that has already been stored, select it in Index mode, then precede from step 6 above.

* Events like the second and fourth Thursday of each month can be generated by making two different schedule entries and repeating each one.

Setting a Schedule alarm

A Schedule alarm can be set to remind you of scheduled events such as appointments and meetings. You can set an alarm for any entry that has a starting time set. Alarms that have been set will sound even if the unit is turned off.

Enter the following information with an alarm set for one hour in advance:

Date	July 16, 1998.
Time	1:00 - 2:00 pm
Description	Lunch with Sally

1. Press [NEW] to open a new entry.
2. Enter the Date and then move to the TIME field.
3. Enter the starting time and ending time, each followed by [PM].

The cursor moves to the alarm time field. Alarm time will automatically be set 15 minutes before the schedule starting time.

4. Enter the desired alarm. Type 1200 and press [PM].

* If you want to set the alarm 15 minutes before the schedule's starting time, skip step 4 above and press [2nd] [ALARM].

* Note that the alarm 🔔 symbol is different from the bell which appears at the bottom of the display to indicate that any alarm already marked as set throughout the Organizer will sound at the designated time.

5. Move to the DESCRIPTION field and type *Lunch with Sally*.

6. Press [ENTER].

To set an alarm for any entry that has already been stored, display the entry in Edit mode and enter the desired alarm time in the alarm field or press [2nd] [ALARM] to set the alarm 15 minutes before the entry's starting time.

If the start time of a Schedule entry is before 0:14 and [2nd] [ALARM] are pressed, 0:00 will be set as the alarm time automatically.

Clearing a set alarm

To clear an alarm that has been set for a Schedule entry, display the entry in Edit mode, then press [2nd] [ALARM].

Split Screen Mode

The Split Screen function is available in the Schedule and To Do applications. Once this function is selected, a calendar will be shown on the left of the screen to enable user to choose a schedule date or a due date easily.

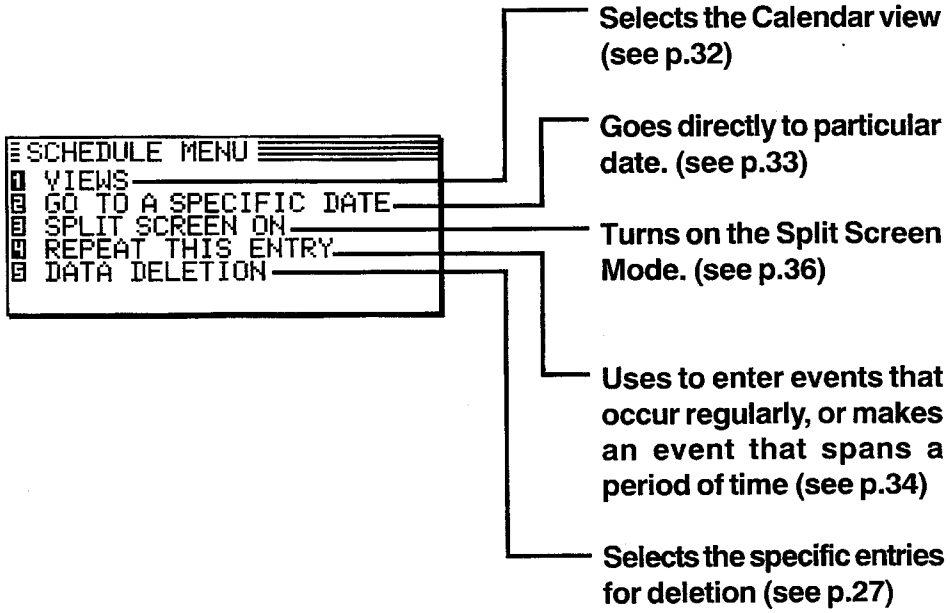
Selecting the Split Screen Mode

1. Press [MENU] in Schedule or To Do application to open Schedule menu or To Do menu.

2. Select SPLIT SCREEN ON. (✓ indicates that the option is currently set.)

The Split Screen function is on and a calendar is shown on the left of the screen if [NEW] is pressed. After pressing [2nd] [▼], the Schedule Index of the selected month will be shown.

The Schedule application menu


SCHEDULE MENU
1 VIEWS
2 GO TO A SPECIFIC DATE
3 SPLIT SCREEN ON
4 REPEAT THIS ENTRY
5 DATA DELETION
Selects the Calendar view (see p.32)
Goes directly to particular date. (see p.33)
Turns on the Split Screen Mode. (see p.36)
Uses to enter events that occur regularly, or makes an event that spans a period of time (see p.34)
Selects the specific entries for deletion (see p.27)

The To Do application

The To Do application is a valuable organizational tool to help you meet deadlines and to add structure and efficiency to your work that you set for yourself. This application allows you to organize and track task and objectives, assign them priorities. To help you in this task, entries are identified as TO BE DONE or DONE.

Making new entries

Entries in the To Do application contain five fields: Description, Due Date, Priority, Done indicator, and category. The category field, which you can define yourself and assign as you like, can be used to manage tasks according to project, the personnel involved in them, or any other groupings you wish to define.

Assigning priority to entries

In the PRIORITY field you can enter a number (1 - 5), which then indicates the importance of a task or project.

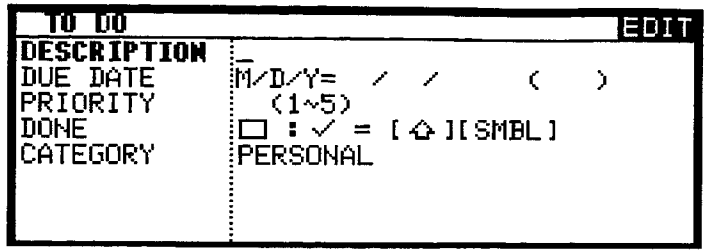
Enter the following information:

Description	Make comparison chart
Priority	1

1. Press [TO DO].

2. Press [NEW].

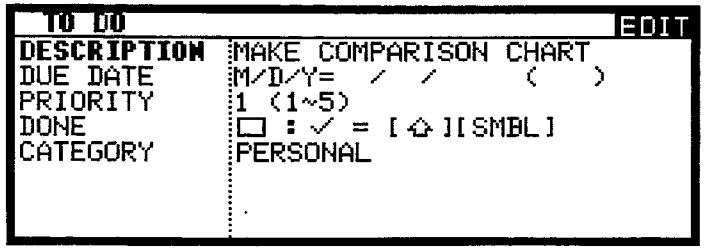
The To Do entry display opens.



3. Enter the description of the entry. Type MAKE COMPARISON CHART.

4. Skip the DUE DATE field and move to the PRIORITY field.

5. Type 1.



6. Press [ENTER].

The entry is now stored.

Assigning due dates to entries

A To Do entry must be given a due date (or month) so the Organizer knows how to classify it and the Calendar knows when it becomes due. The due date can be entered either by typing in the actual date, or by selecting the date from the pop-up calendar and using the arrow keys to select the desired month and day.

Enter the following information:

Description Sales report

Due Date Sept 10, 1998.

In the To Do application:

1. Press [NEW].

2. Type Sales Report.

3. Move to the DUE DATE field. Enter the due date in the order of the month, day, year. Type 09101998, or press [▼], use [PREV] and [NEXT] to display September 1998, then use [▲] [▼] [◀] [▶] and to move to the 10th of the month.

4. Press [ENTER].

* At index view, a ! mark will be displayed beside an overdue entry (ie. an entry for which the due date has passed).

Checking off completed entries

Once you have reached a target you set for yourself, it is a good idea to check off the entry as completed so that you can concentrate on things still to be done.

This operation can be done in the To Do application, which lets you check off a task that you have completed before its due date.

Check off entries in the To Do application.

1. Select the entry in Index mode.

2. Press [⇧] [SMBL].

The entry is checked off and marked with ✓. The DUE DATE field name changes to DONE DATE and today's date appears in it.

3. Press [ENTER] to switch to One Data View.

* If you mistakenly check off an entry as completed, you can uncheck the entry by pressing [⇧] [SMBL] again. However, if you do this, the entry will be stored without a

due date.

→ Once a project or task is completed, and you no longer need the To Do reminder, you can delete the entry, or groups of entries, which will free up memory in the Organizer.

Split Screen Mode

The Split Screen function is available in the Schedule and To Do applications. Once this function is selected, a calendar will be shown on the left of the screen to enable user to choose a schedule date or a due date easily.

→ For the details of Split Screen function, see p.36

Updating the Category list

You may wish to edit the names of existing categories.

1. From the To Do application's Index view, press [MENU].
2. Select CATEGORIES.

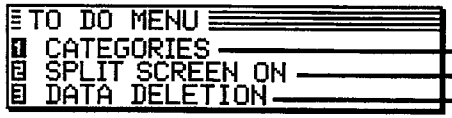
The CATEGORY window appears.

3. Make the desired change to the category list.
4. Press [ENTER] to store the edited entry.

The To Do Index view appears.

* When you edit a category name, any To Do entries that refer to that category are automatically updated to reflect the change.

The To Do application menu



Opens the CATEGORY window so you can edit categories

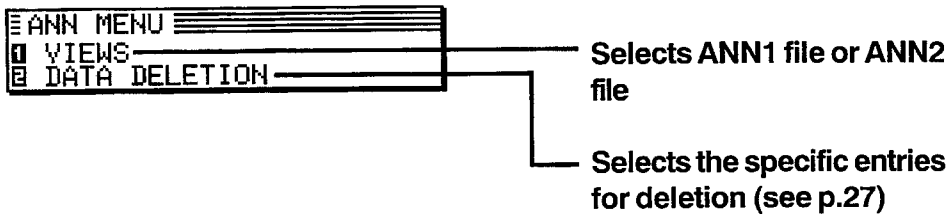
Turns on the Split Screen Mode (see p.36)

Selects the specific entries for deletion (see p.27)

The Ann (Anniversary) Application

The Ann (Anniversary) application makes it easy for you to keep track of annual events, such as wedding anniversaries and birthdays of friends, relatives and business associates. Once entered, the dates of annual events are displayed on the Calendar, giving you plenty of warning to prepare for them well in advance every year.

The Ann application menu



Chapter 4
Creating Your Own Database

This chapter describes using the Tel (Telephone) and User File applications. These two applications are actually identical in the way that they function, except that they have different default file and field names designed to handle different types of information. The flexibility of these applications allows you to manage a wide range of information, from simple address book to an extensive restaurant guide or even a listing of your important business contacts.

The Tel Application

The Tel application stores the names, telephone numbers, and addresses of business clients, companies, personal friends and so on.

Updating the Category list

You may wish to edit the names of existing categories.

1. From the TEL application's Index view, press [MENU].
2. Select CATEGORIES.

The CATEGORY window appears.

3. Make the desired change to the category list.
4. Press [ENTER] to store the edited entry.

The TEL Index view appears.

* When you edit a category name, any TEL entries that refer to that category are automatically updated to reflect the change.

→ For the details of the Tel application, see p.17

The Tel application menu

Opens the CATEGORY window so you can edit the category names.

Selects the specific entries for deletion (see p.27)

The User File Application

The User File application allows you to manage different information. Each entry comprising 16 text fields. Note that you can rename the file name and the field names according to your preferences. See p.43 for more information on customizing this application.

Customizing the User File Application

You can customize the User File application in the following four ways:

Category: You can update the category list.

File name: You can rename the file name of your choice.

Fields: You can change the field names.

Sorting order: You can specify which fields are used to sort the entries displayed in Index mode.

Updating the Category list

You may wish to edit the names of existing categories.

1. From the USER FILE application's Index view, press [MENU].

2. Select CATEGORIES.

The CATEGORY window appears.

3. Make the desired change to the category list.

4. Press [ENTER] to store the edited entry.

The USER FILE Index view appears.

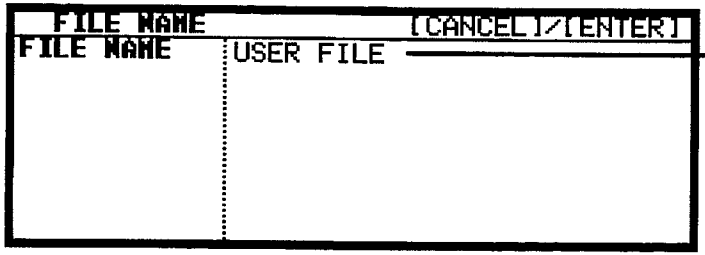
* When you edit a category name, any USER FILE entries that refer to that category are automatically updated to reflect the change.

Changing file name

1. Press [USER FILE] to start the application.

2. Press [MENU], select FILE NAME.

The FILE NAME window appears.



3. Change the file name according to your preferences. (up to 10 characters). Letters, numbers, and symbols can all be entered.

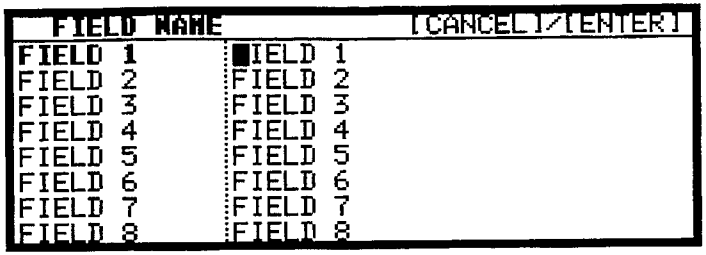
4. Press [ENTER] to store the new name. (or [CANCEL] to cancel any changes and leave the original file name.)

Configuring fields

1. Press [USER FILE] to open the application.

2. Press [MENU], select FIELD NAME.

The FIELD NAME window opens.



3. Move to the desired fields and change them as required.

Enter the new name (up to 12 characters). The name can contain letters, numbers, and symbols.

4. Press [ENTER] when you have finished. (Or [CANCEL] to cancel the changes and leave the fields as they were.)

Modifying the Index display and the Index sort order

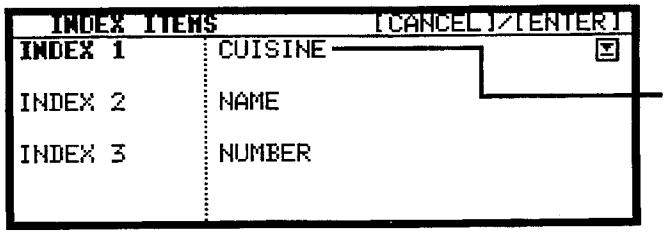
You can set up a different Index format for the User File application, designating three fields you want to display in Index mode. The User File application also allow you to define the way in which your entries are sorted in Index mode. You can specify which of the displayed fields should be used as the sorting key.

For example, in the User File application, you might decide you want your Restaurant list (initially configured as USER FILE) to be displayed by NAME, CUISINE and NUMBER respectively in the Index mode. Also you might want your Restaurant list to be sorted alphabetically first by NAME, (as opposed to the default, which is by CUISINE only, so that for restaurants, the names are displayed in the order in which they were created).

1. Press [USER FILE] to open the application.

2. Press [MENU], select INDEX ITEMS.

The INDEX ITEM window appears.



Field names currently set to be displayed for each entry in Index mode.

3. In INDEX 1 field, press [▼] to select the field name that you want it to be displayed in the first field of the Index mode and the sorting key.

If the desired fields are not all displayed, use [PREV] and [NEXT] to scroll between pages.

4. Press [▼] or [NEXT] and use the same methods to enter INDEX 2.

5. Press [▼] or [NEXT] and set INDEX 3.

6. Press [ENTER] when you have finished (or [CANCEL] to cancel the changes).

The Index view reappears with the entries sorted by Name.

The User File application menu

Opens the CATEGORY window so you can edit category names.

Edits the File name (see p.43).

Edits the field names (see p.43).

Modifies the Index display and the Index sort order (see p.44).

Selects the specific entries for deletion (see p.27)

Chapter 5
Memo

This chapter explains the features of the Memo application, the Organizer's basic word processing utility. This application provides powerful word processing capability in a hand-held device.

The Memo Application

The Organizer's Memo application provides you with a simple yet powerful means of recording information, from meeting notes to memorandums and letters.

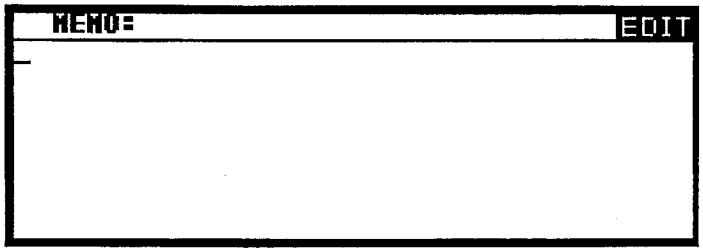
Before reading this chapter, be sure you have read Editing Techniques in Chapter 2. More advanced editing features are used in this chapter. Be sure you have a good understanding of the Organizer's basic editing procedures before beginning to use the Memo application.

Creating documents

1. Press [MEMO] to open the application.

The Memo application opens in Index mode.

2. Press [NEW].



3. Type in the following letter (pressing [↵] to move to a new line):

July 10, 1998
Mr. Frank Smith
Chairman
ABC Co. Ltd.

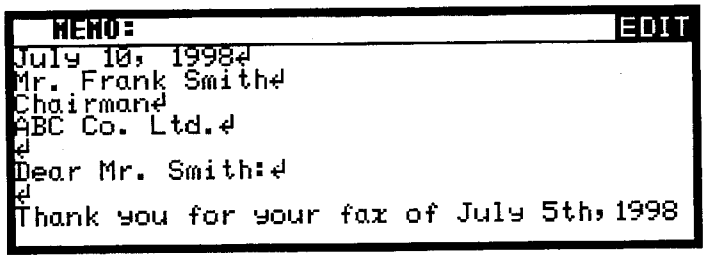
Dear Mr. Smith:

Thank you for your fax of July 5th, 1998 regarding the Alpha Project.
We agree that it is too difficult to answer your questions about our new project properly based on the available information.
We will receive the proper documentation within the next week.

This shouldn't cause any delay in our production schedules.

Sincerely,

* It is not necessary to press [↵] at the end of each line. The unit will automatically perform word wrapping onto the next line when the current line is full.



4. Press [ENTER] when you have finished entering the text.

The Memo Title window then appears.

5. Type in the title *Letter to Frank*.

6. Press [ENTER].

The entry is then stored and displayed in View mode.

Finding entries

Memo entries are sorted for display according to their title alphabetically. Therefore you can find out the desired entry as easy as possible.

Turning word wrap on and off

Word wrap automatically moves text which will not fit onto the end of a line to a new line, preventing words from being split when you type. This allows you to type text without having to worry about when to insert a carriage return to move to the next line. The default setting for the Organizer's word wrap function is on. There may be times, however, when you want to turn off the word wrap function. This can be done for each individual entry.

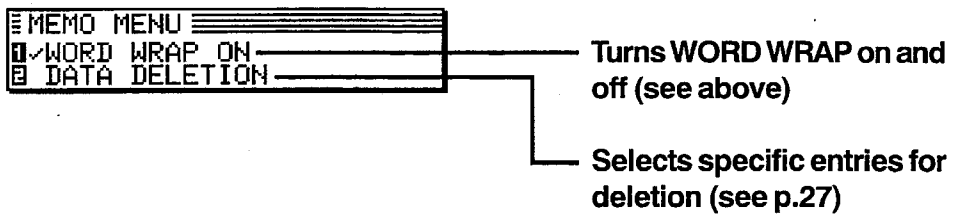
1. In Index or View mode, press [MENU].

2. Select WORD WRAP ON.

A ✓ will now appear next to WORD WRAP ON whenever you view the application menu in Edit mode.

* To turn word wrap back on for any entry, repeat the procedure. The ✓ next to WORD WRAP ON will no longer appear.

The Memo application menu


MEMO MENU
1 ✓WORD WRAP ON
2 DATA DELETION
Turns WORD WRAP on and off (see above)
Selects specific entries for deletion (see p.27)

Chapter 6
Desk Accessories

The Organizer's desk accessories are a set of valuable utilities for everyday use. The Calc (Calculator) can perform calculations on figures entered by using the number keys. The Clock can simultaneously display the day, date, and time in any two cities of your choice. This chapter provides all the information you need to enjoy full use of these very useful applications.

The Calc (Calculator) Application

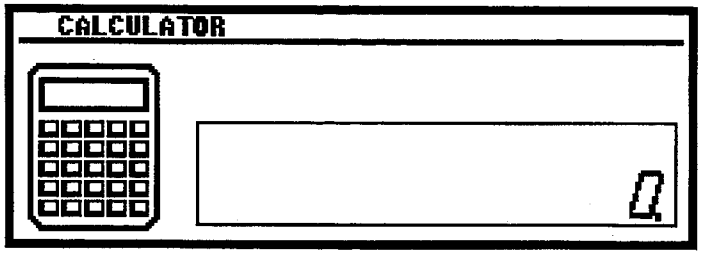
The Organizer provides a 12-digit calculator which performs mathematical operations, including square root and percentage calculations. The Calc application also provides support for cost/selling price markup and margin calculations. In addition, it has a powerful currency/units conversion function.

There are four different display options in the Calc application, and the application always opens with the most recently used display.

* To move between the different calculator modes, either press [CALC/CONV] repeatedly until the desired mode appears, or select VIEWS from the calculator menu and then select the desired mode.

Using the arithmetic calculator

1. Press [CALC/CONV] to start the application.



2. Perform the calculation using the numeric and mathematical symbol keys on the keyboard, just as you would with a regular electronic calculator.

To quit the Calc application, simply change to any other application by pressing the corresponding key.

* To clear an entered value, press [C-CE] once. To clear an entire calculator operation, press [C-CE] twice.

* Calculations are performed in the order of entry, not according to algebraic operator precedence, ie., the calculation 8 + 2 x 3 is performed as: (8 + 2) x 3 not 8 + (2 x 3). This is just as for a regular electronic calculator.

* An M shown on the display indicates that a value is stored in the calculator's memory. Press [R-CM] twice to clear the memory.

* Press [▶] or [BS] to erase the last digit typed.

* An E shown on the display indicates an error, usually an overflow error (when no more digits can be displayed). When this happens, the calculator will usually ignore any subsequent input until the error is cleared. press [C-CE] to clear the error.

* press [+/-] to change the sign of a displayed value.

→ For further information on other calculator operations, see p.54.

When E appears

When any of the following situations occur, the error indicator E is displayed and calculations are suspended. Press [C-CE] to clear the error.

* The integer part of the calculation result is exceeds 12 digits (a rough calculation is obtained).

Example: 4567890123 [x] 456 [=]
2.08295789608 is displayed with E,
which indicates that the rough result is :
$2.08295789608 \times 10^{12}$
(ie. 2,082,957,896,080)

* The integer part of the calculation result exceeds 24 digits.

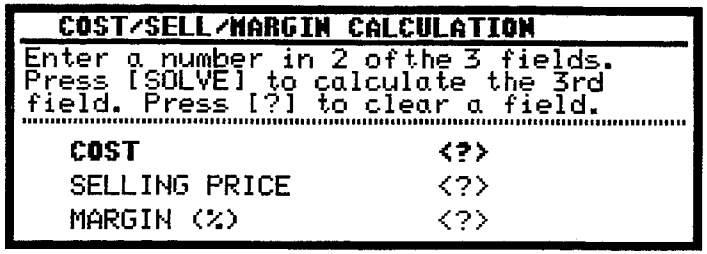
* The integer part of the numerical value in the memory exceeds 12 digits.

* A number is divided by "0".

Cost/Selling price/Markup and Cost/Selling price/Margin calculations

The Calc application provides a useful function for making markup and margin calculations, based on figures that you supply via the keyboard. The way it works is simple: you enter two of the values that you already know for either the cost, selling price or markup/margin, and the calculator works out and displays the missing value. For example, if you enter the cost and the selling price, it will tell you the percentage markup or margin based on those two values. If you enter the selling price and the markup or margin, it will tell you the cost.

1. Press [CALC/CONV] several times until the COST/S.PRICE/MARKUP display or the COST/S.PRICE/MARGIN display appears, as required.


COST/SELL/MARGIN CALCULATION
Enter a number in 2 of the 3 fields.
Press [SOLVE] to calculate the 3rd
field. Press [?] to clear a field.
COST <?>
SELLING PRICE <?>
MARGIN (%) <?>

2. Use [▲] [▼] or [PREV] [NEXT] to move to the fields whose values you already know, and enter the values.

3. Press [SOLVE] to calculate the missing value.

The missing value is displayed in the appropriate field.

* Note that you must move out of a field in which you have just entered a value before the calculation can be performed.

Re-calculating using different values

Once you have made a Mark/Margin calculation, you can recalculate using new values without having to start from the beginning.

1. Move to whichever fields(s) whose values you want to change, and enter the new values.

* Press [C·CE] to clear the contents of a field before entering a new value.

2. Move to the field whose new value you want to calculate, and press [?] to indicate the missing value.

3. Press [SOLVE].

The new value is calculated and appears in the field.

Setting the number of decimal places

When using the Cost/Selling price/Markup and Cost/Selling price/Margin calculator, you can choose whether the number of decimal places used in calculations is 0 or 2.

In either Cost/Selling price/Markup or Cost/Selling price/Margin calculator mode:

1. Press [MENU], select DECIMAL POINT SETTINGS.

2. Select the desired setting and press [ENTER].

The desired number of decimal points is applied.

* Note that when no decimal points are used (ie. DECIMAL POINT: 0 is selected), pressing the decimal point key will have no effect, but any numbers entered subsequently will be treated as integers. For example, typing 12.75 will be treated as 1,275, which will produce a very different calculation result.

Calculation examples

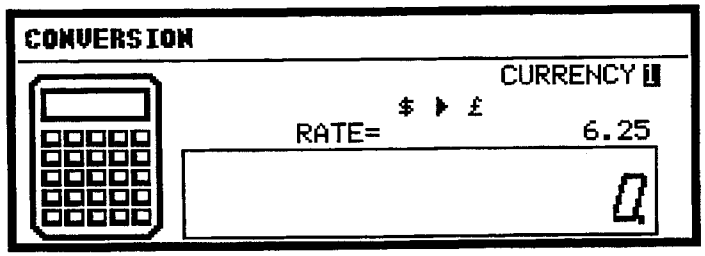
Calculation	Example	Operation	Display (answer)
Arithmetic	12 × 3 + 5 =	12 [×] 3 [+] 5 [=]	41.
	(-24) ÷ 4 − 2 =	24 [+/−] [÷] 4 [−] 2 [=]	-8.
Constant	34 + 57 =	34 [+] 57 [=] The addend becomes a constant.	91.
	45 + 57 =	45 [=]	102.
		(Subtraction and division are performed in the same manner.)	
	68 × 25 =	68 [×] 25 [=] The multiplicand becomes a constant.	1,700.
	68 × 40 =	40 [=]	2,720.
Percentage	What is 10% of 200?	200 [×] 10 [%]	20.
	What percentage is 9 of 36?	9 [÷] 36 [%]	25.
Add-on	What results from a 10% increase of 200?	200 [+] 10 [%] (or 200 [×] 10 [%] [+] [=])	220.
Discount	What is 500 after a 20% discount?	500 [−] 20 [%] (or 500 [×] 20 [%] [−] [=])	400.
Square root	$\sqrt{25-9}$ =	25 [−] 9 [=] [$\sqrt{}$]	4.
Power	$(4^3)^2$ =	4 [×] [=] [=] [×] [=]	4,096.
Reciprocal	1/8 =	8 [÷] [=]	0.125
Memory	Summation	Clears the memory before performing any calculations. [R.CM] [R.CM]	
	25 × 5 =	25 [×] 5 [M +]	125.M
	−) 84 ÷ 3 =	84 [÷] 3 [M −]	28.M
	+) 68 + 17 =	68 [+] 17 [M +]	85.M
	(Total) =	[R.CM]	182.M
	Temporary memory (14 − 3 × 2) × (52 − 35) =	[R.CM] [R.CM] 14 [M +] 3 [×] 2 [M −] 52 [−] 35 [×] [R.CM] [=]	6.M 136.M

Conversion function

The Organizer can be used to perform conversions between different currencies and units of length, area, volume, mass, temperature and energy. There are 3 conversion index groups. The first index group comprises eight currency conversion screens in which you can set and edit the exchange rates yourself. The other two index groups have preset conversion factors so conversion can be performed right away.

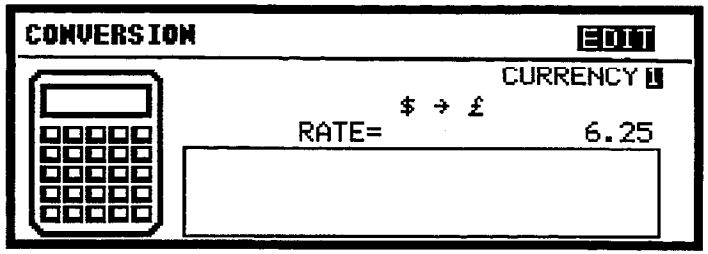
Changing the currency rate

1. **Press [CALC/CONV] twice until the Conversion index display appears. Select the desired item and press [ENTER] to confirm.**



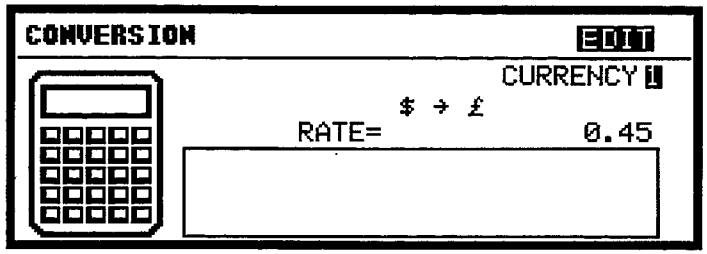
For example, you want to set one Canadian dollar equal to 0.45 pounds Sterling:

2. **Press [EDIT] in order to change the rate.**



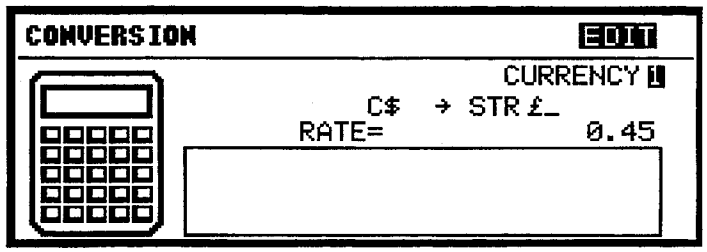
3. Press [C·CE] to clear the original rate first. Then enter the rate 0.45.

* Make sure that a maximum of 10 digits can be entered.



4. Press [▲] to move to the currency name field and then change what you want.

Example: C$ → STR£



A maximum of seven characters can be entered on each side.

5. Press [ENTER] when you have finished (or [CANCEL] to cancel the changes).

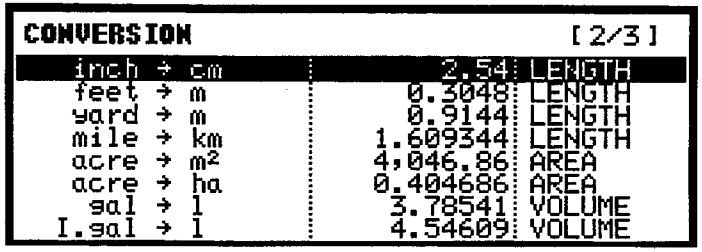
If you want to set another currency exchange rate, start again from step 2 above. You can use each currency conversion at any time once it has been set.

Performing a conversion

For example, you want to find out how many liters there are in 10 gallons:

1. Press [CALC/CONV] twice until the Conversion index display appears.

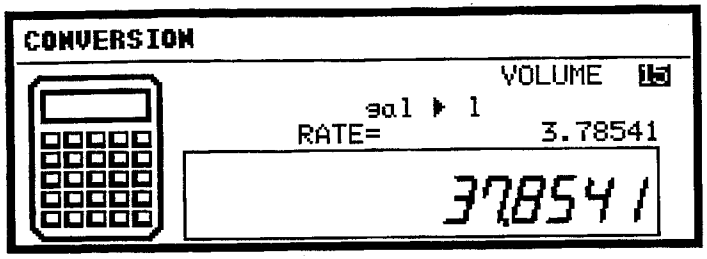
2. Press [PREV] or [NEXT] to move through three conversion index groups until you find out the units conversion of volume.


CONVERSION [2/3]
inch → cm 2.54 LENGTH
feet → m 0.3048 LENGTH
yard → m 0.9144 LENGTH
mile → km 1.609344 LENGTH
acre → m² 4,046.86 AREA
acre → ha 0.404686 AREA
gal → l 3.78541 VOLUME
I.gal → l 4.54609 VOLUME

3. Select gal→ l and then press [ENTER].

4. Enter 10 gallons and then press [A►B] to convert it.

The answer is displayed under the unit rate.



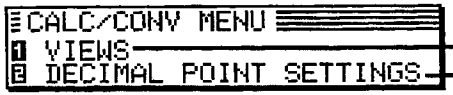
If you want to know how many gallons are equal to 10 liters, press [A◄B] key to change from gal→l to gal←l.

The method of converting currencies, units of length/area/mass/temperature/energy is the same as above.

The following table shows the conversion factors that are preset in your Organizer.

CONVERSION	UNITS	FACTOR
Currencies	User Specified	User Specified
Length	inch-cm	2.54
	feet-m	0.3048
	yard-m	0.9144
	mile-km	1.609344
Area	acre-m^2	4,046.86
	acre-ha	0.404686
Volume	gal-l	3.78541
	l.gal-l	4.54609
	fl.oz-ml	29.5735
	l.fl.oz-ml	28.4131
Mass	oz-g	28.3495
	lb-kg	0.45359237
Temperature	°F-°C	5/9(°F-32)
Energy	cal-J	4.18605
	hp-kW	0.7457
	PS-kW	0.73549875

The Calc application menu



Selects the basic, cost/sell/margin, cost/sell/markup or conversion calculator mode.

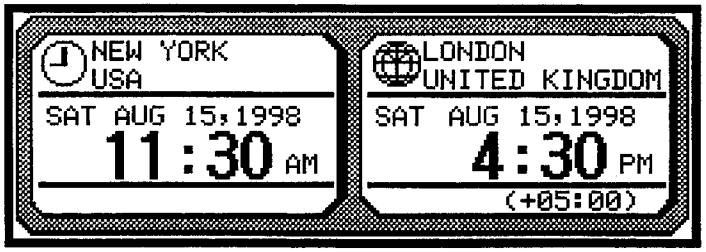
Sets the number of decimal places (see p.53)

The Clock Application

The unit's built-in clock makes it possible not only to know the correct time and date in your area, but also to know the time in other cities or any region around the world. The Clock is used as the reference time by the Calendar, Schedule, and To Do applications. In addition to these features, daylight saving time (DST) can be enabled for any city your designate, for those countries that use an annual Daylight Saving Time adjustment.

As an aid to international business and travel, the Organizer is set to display the time in any other city you choose (called the World City) as well as your own city (the Local city).

To view the Clock, simply press [CLOCK].



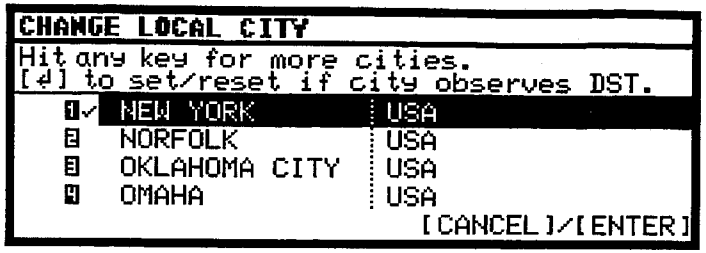
Changing the Local city

The Local city is the city selected to provide the local time. When you first use your Organizer, the default Local city is set as New York. To change this setting:

1. Press [MENU] to open the Clock menu.

2. Select CHANGE LOCAL CITY.

A list of cities appears. The currently selected city is at the top of the list. The cities are listed in alphabetical order by country and then by city name.



3. Type the first letter of the name of the country in which the target city is located. (For example, if you wanted to select San Francisco, you would type U for United States.) Then use [PREV] and [NEXT] to display the city you want.

4. Use [▲] and [▼] or number 1 to 4 to select a city. You can also use [PREV] and [NEXT] to move up and down the list.

5. If the selected city observes Daylight Saving Time, press [↵] to indicate this.

This advances the Local time by one hour. A symbol appears beside the city to indicate that daylight saving time has been set.

6. Press [ENTER].

The Clock window appears briefly, showing the new Local city. The time is automatically adjusted.

* Certain countries will be abbreviated as follows:

Federal Republic of Germany	GERMANY, F.R.
Papua New Guniea	PAPUA N.GUINEA
Czech Republic	CZECH REP.
Republic of Trinidad and Tobago	TRINID. & TOB.
Dominican Republic	DOMINICAN REP.
French Polynesia	FR. POLYNESIA
United Arab Emirates	U.A. EMIRATES
United States of America	USA

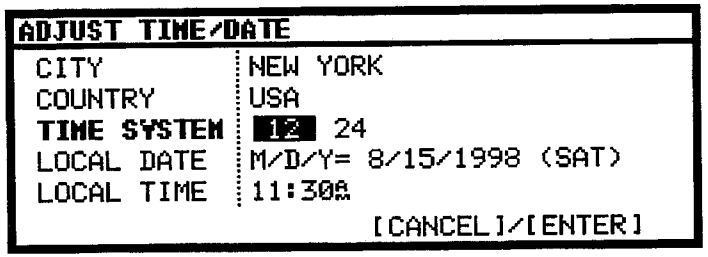
* Country and city names in the list and their relative time differences are current as of july 1997.

Setting the time and date

1. Press [MENU] to open the Clock menu.

2. Select ADJUST TIME/DATE and press [ENTER].

The ADJUST TIME/DATE window opens.



The window has three fields: Time System, Local Date, and Local Time.

3. Press [◀] or [▶] to indicate whether you want the time shown in 12- or 24-hour format.

4. Move to the LOCAL DATE field. Enter the current month and day in two digits, and the year in four digits. You can also select the date by pressing [▼] to display the pop-up calendar. (Use [PREV] and [NEXT] to display the desired month, then [▲] [▼] [◀] [▶] to move to the current day.)

You can set any date from January 1st, 1901 to December 31st, 2099.

5. Move to the LOCAL TIME field, enter the current time and press [AM] or [PM] (for AM or PM). Be sure to enter a 0 before a single-digit hour or minute entry.

6. Press [ENTER] (or [CANCEL] to cancel the changes).

The time and date are now stored.

* Because the Organizer automatically adjusts the time after the Local city is changed, you should select the Local city before setting the time and date.

* Changing the setting in the TIME SYSTEM field also changes the time display format for all the Organizer's time-related applications and functions, such as Schedule.

Checking the time in a city

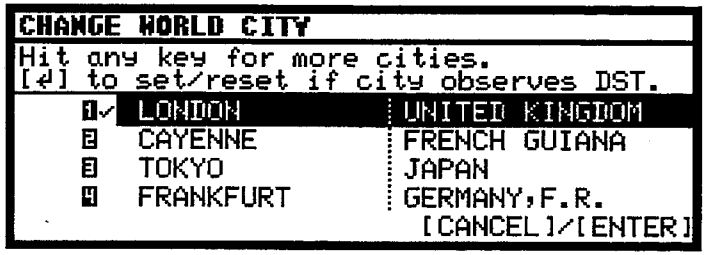
You can find out the time anywhere in the world using the Clock application by selecting another city, called the World city. Selecting a city as the World city will display the time in that city as well as the Local city when you press [CLOCK]. The Organizer also shows you the time difference between the current World city and the Local city. When you first use the Organizer, the default World city is London.

To change the World city:

1. Press [MENU] to open the Clock menu.

2. Select CHANGE WORLD CITY.

A list of four cities appears. These will be the 6 cities you most recently selected, or checked the time in. The currently selected World city appears at the top of the list.


CHANGE WORLD CITY
Hit any key for more cities.
[↵] to set/reset if city observes DST.
1✓ LONDON UNITED KINGDOM
2 CAYENNE FRENCH GUIANA
3 TOKYO JAPAN
4 FRANKFURT GERMANY, F.R.
[CANCEL]/[ENTER]

3. If the city you want to select as your World city is on the list, select it and then press proceed from step 6 below. If not, type the first letter of the country containing the target city.

A list of cities appears. Just as for the LOCAL CITY list, all cities in this list are in alphabetical order according to country name.

Use [PREV] and [NEXT] to display the city you want.

4. Select the desired city.

5. If Daylight Saving Time (DST) is observed by the selected city, press[↵] to indicate this.

A symbol appears beside the city, indicating that DST has been set.

6. Press [ENTER].

The city is selected as the World city and the window closes.

The Clock window briefly appears, indicating the time in the selected World city. The time difference relative to the Local city is displayed below the World city time.

Daylight Saving Time (DST)

Assigning DST to a city

Designating Daylight Saving Time (DST) for a city automatically sets the time for that city one hour ahead of its regular time.

1. Press [MENU] to open the Clock menu.
2. Select either CHANGE LOCAL CITY or CHANGE WORLD CITY (it doesn't matter which you choose).
3. Select the desired city using [▲], [▼], [PREV] and [NEXT].
4. Press [↵].

A symbol appears to the left of the city, indicating that DST is in effect.

5. Press [ENTER].

To de-assign a city's DST setting, simply follow the above procedure and press [↵] again (this toggles DST between on and off).

Enabling and disabling DST

Once DST is assigned to a city, it remains in effect until it is de-assigned. Rather than having to de-assign DST for each city separately, you can simply disable the Organizer's DST feature itself, which then applies to all cities within the Organizer. When these cities switch back to DST, you can simply re-enable the feature without having to change any city's entry.

1. Press [MENU] to open the Clock menu.
2. Select ENABLE DST.
3. The current DST setting (enabled or disabled) is indicated by a tick. Select ENABLE DST to change the setting.

When DST is disabled, the DST symbol disappears from the Clock display.

Disabling all alarms

Once you have set an alarm, it will sound at the appropriate time whether the Organizer is turned on or off. When the organizer is on, 🔔 at the bottom of the display indicates that any alarm that is set will sound at the appropriate time.

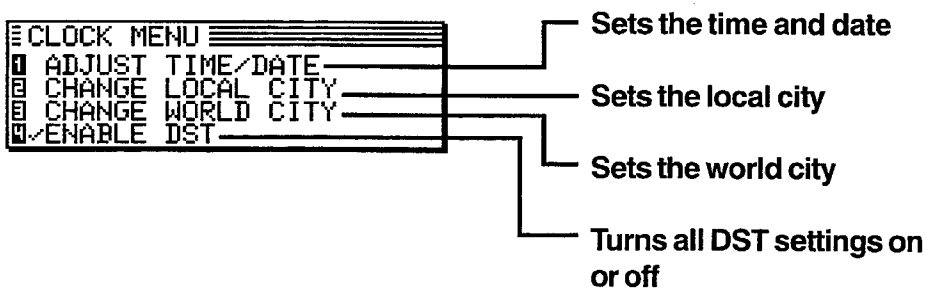
There may be times when you do not want to hear any of the set alarms. You can disable all Schedule alarm sounds easily with a single operation.

1. Press [MENU] three times to open the TOOLS menu.
2. Select ALARM SOUND ON.

The 🔔 disappears from the display. All alarm sounds are now

turned off, ie. no audible alarm will sound, until you use the above procedure to turn them on again by re-selecting ALARM SOUND ON. However, each alarm will still be displayed when it reaches its set time, even when the unit is turned off. This means the alarm sounds are disabled, but not the alarms themselves.

The Clock application menu


CLOCK MENU
1 ADJUST TIME/DATE
2 CHANGE LOCAL CITY
3 CHANGE WORLD CITY
4 ENABLE DST
Sets the time and date
Sets the local city
Sets the world city
Turns all DST settings on or off

Chapter 7
Expense Function

The Expense function is an easy way to track expense information for the traveling business person. Each record can contain the category, date, amount, payment type (AMEX, Visa, MasterCard, Diners Club, check, cash or two other types of your choice), status and a description of the expenses. In addition, the EXPENSE REPORT option allow you to see the total expenses for a single day or for a certain period.

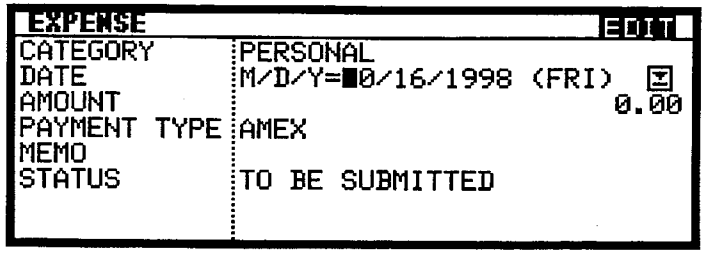
Entering Expense Record

1. Press [EXPENSE] to open the application.

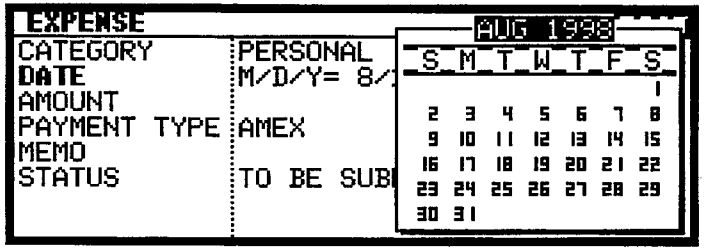
The Expense application opens in Index mode.

2. Press [NEW].

A blank form opens in Edit mode.



3. Enter the date in the order of month, day, year. Type in the date 08101998, or press [▼], use [PREV] and [NEXT] to display August 1998, then use [▲] [▼] [◀] [▶] and to move to 10th of the month.



4. Press [▼] or [NEXT] to move to the Amount field.

5. Type in the amount 100.

* The expense amount can be up to 10 digits including up to two decimal places.

6. Move to the Payment Type field. Press [▼] to select the desired payment type. Press 1-8 to select the desired item.

Select AMEX.

7. Move to the Memo field and use the keyboard to input the description of the expense.

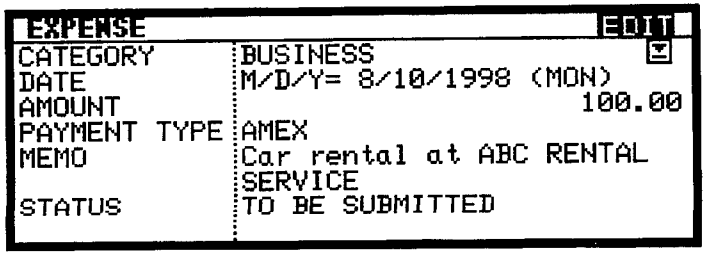
For example: Type in Car rental at ABC RENTAL SERVICE

8. Move to the Status field. Press [▼] to select the desired status mode. Press 1-4 to select.

Select TO BE SUBMITTED

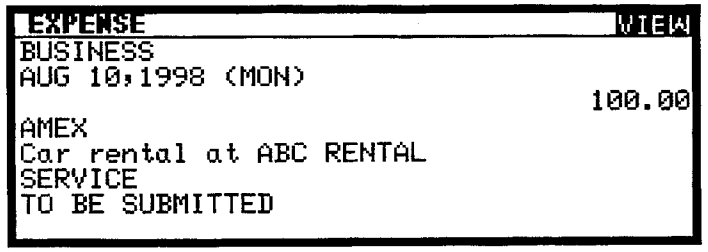
9. Press [▲] or [PREV] to move to the Category field. Press [▼] to select the desired category. Press 1-8 to choose item.

Select BUSINESS

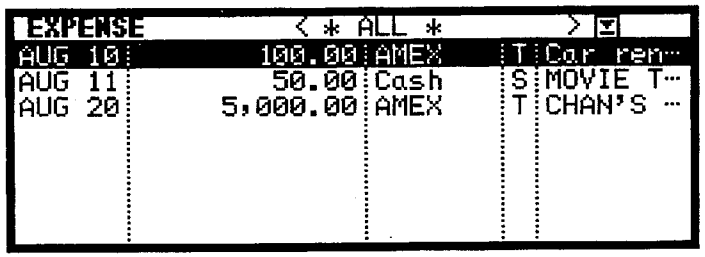


10. Press [ENTER] to store the entry.

The message "Stored!" appears briefly. The entry is now stored and displayed in view mode.



Press [ENTER] or [CANCEL] to switch to Index mode.



Expense Report

A summary is a collection of records in the EXPENSE REPORT mode. Daily or Period expense summaries for entire records or for each payment type can be obtained.

* Records marked as secret are not included in summaries if the SECRET function is on.

* If an inappropriate date is entered (for example, an ending date which is earlier than the starting date), no calculation will be made and zero will be displayed, so be sure to enter the correct dates.

* Press [2nd] [EXPENSE] to jump to Expense Report function directly.

Summarizing expense records for a specific date

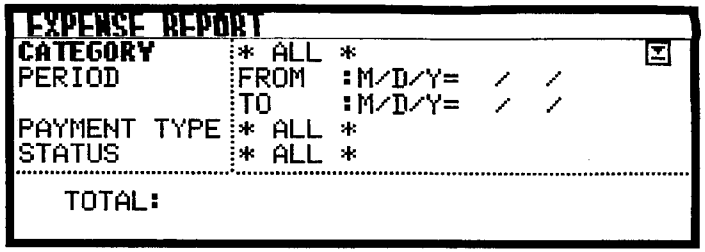
To summarize all records in the Business category for AMEX on Aug 15, 1998, for example:

1. Press [EXPENSE] to open the application.

2. Press [MENU] to open the Expense menu.

3. Select EXPENSE REPORT.

A blank form is displayed.



4. Press [▼] to select BUSINESS.

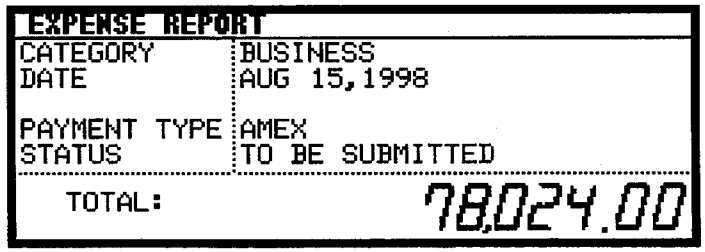
5. Press [▼] or [NEXT] to move to the Period field. Enter the From date or the To date.

Type in 08151998.

6. Move to the Payment Type field. Press [▼] to select AMEX.

7. Move to the Status field and select TO BE SUBMITTED.

8. Press [ENTER] when you have finished. The day's AMEX expense total is displayed.



Summarizing expense records for a certain period

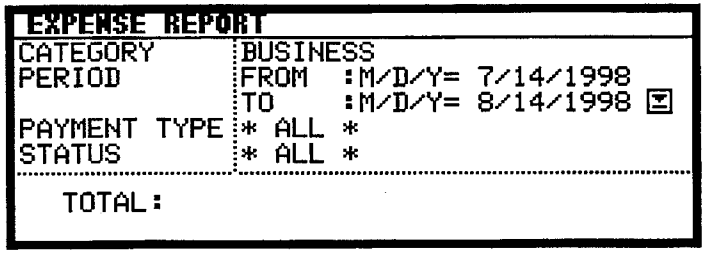
For example, you want to find out the total amount of all expenses from July 14 to Aug 14, 1998:

1. Press [EXPENSE] to open the application.
2. Press [MENU] to open the Expense menu.
3. Select EXPENSE REPORT.

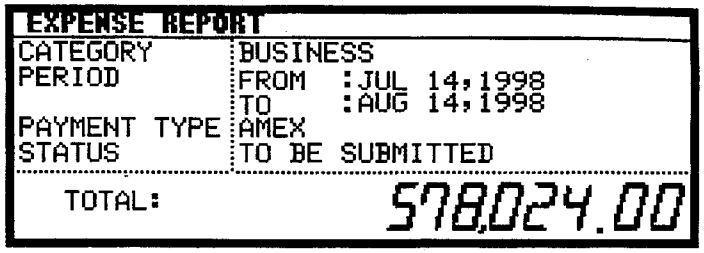
A blank form is displayed.

4. Select BUSINESS.
5. Press [▼] or [NEXT] to move to the Period field. Enter the From and To date.

Type in 07141998 and 08141998 respectively.



6. Move to the Payment Type field and select AMEX.
7. Move to the Status field and select TO BE SUBMITTED.
8. Press [ENTER] when you have finished. The total expense amount for the specified period is calculated and displayed.

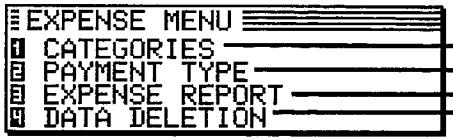


Entering and changing category and payment type settings

In the CATEGORIES and PAYMENT TYPE reference lists, there are 12 types of categories and 8 types of payments. You can change the order of these existing categories and payment types or use another name or enter some new names.

1. Press [EXPENSE] to open the application.
2. Press [MENU] to open the Expense menu.
3. Select CATEGORIES or PAYMENT TYPE.
4. Make any changes as you like.
5. Press [ENTER] to save the changes (or [CANCEL] to cancel the changes).

Expense application menu



Opens the CATEGORY window so you can edit the category (see above).

Opens the PAYMENT TYPE window so you can edit the payment type. (see above)

Selects the Expense Report function.

Selects the specific entries for deletion. (see p.27)

Chapter 8
Features and Utilities for Added Power

In addition to its basic functions, the Organizer also provides a wide range of utilities and features to give you even greater control over your information. This chapter introduces and describes these features, which include text cutting, copying, pasting and many more. Most people will not need to use all of these features on a daily basis. You can pick and choose from among them to find the features that best suit your current task and your own way of working.

In general, Schedule, To Do, Ann, Expense, Tel, User File, Memo applications share the features explained in this chapter, while exceptions are clearly noted.

Copying or Moving Blocks of Text

The Organizer lets you cut, copy, or paste blocks of text using the keyboard. The first step in cutting, copying, and pasting is to select the block of text you want to work with.

Text that has been cut or copied is stored on the unit's internal clipboard. Only one block of text can be stored in the clipboard at a time, and it will remain there until a new block of text is cut or copied. There is no limit to the number of times you can paste the same text from the clipboard.

1. Select an entry in its application's Index mode then display it in Edit mode.

2. Make sure the cursor is placed at the start of the text you want to select.

3. Hold [⇧] down while moving the cursor across the desired text to select it.

4. Press [2nd] [CUT] to move the selected text to a new location (ie. remove it from its original location).

Press [2nd] [COPY] if you want to make a copy of the text (and leave the original text unchanged).

The selected text is stored in the clipboard.

5. Press [ENTER] if you want to store the original entry with any changes you have made (including moving or copying the selected text), or press [CANCEL] to discard all the changes you have made to the original entry. Note that even if you press [CANCEL], the text you selected will remain in the clipboard for you to use.

6. Open an entry in which you want to place the text.

7. Press [2nd][PASTE].

The text you selected is now pasted into the new location.

8. Press [ENTER] to store the amended entry with the pasted text.

* Pasted text is inserted into existing text regardless of whether the insertion or overwriting mode is selected. However, by highlighting some text before pressing [2nd] [PASTE], it can be replaced with the pasted text. Thus you can easily replace one block of text with another by highlighting it before pasting.

Copying or Moving Entries

The CUT/COPY/PASTE operations provide a quick, convenient way for you to copy or move an entire entry to another location. Entries have to be in the same file and same application.

1. Select an entry that you want to copy or move in Index mode.

2. Press [2nd] [CUT] if you want to move the entry. A message will ask if you are sure you want to delete the entry from its present location. Press [Y] to proceed (or [N] to cancel the operation).

Press [2nd] [COPY] if you want to make a copy of the entry.

3. Press [NEW] in the application you want to move or copy the entry to.

4. Press [2nd] [PASTE].

5. Make any necessary changes to the moved/copied entry. Press [ENTER] to store the entry when you have finished.

The entry you selected is now moved or copied to the new location.

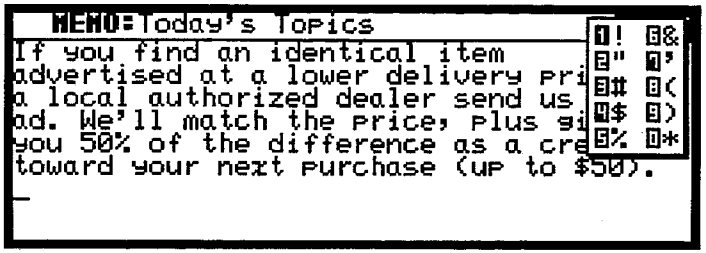
Special Characters

The Organizer has a list of 153 symbols and accented characters, such as "&", "?", and "/". These symbols and accented characters can be easily accessed and inserted into an entry. Selecting any of these special characters inserts it at the cursor's current location.

1. When entering data or editing an entry in any application in Edit mode, position the cursor where you want to insert a symbol or special character.

2. Press [SMBL] on the keyboard.

The Symbol window appears.


MEMO:Today's Topics
If you find an identical item
advertised at a lower delivery pri
a local authorized dealer send us
ad. We'll match the price, plus si
you 50% of the difference as a cre
toward your next purchase (up to $50).
1! 6&
2" 7'
3# 8(
4$ 9)
5% 0*

3. Press [PREV] or [NEXT] until you see the character you want to enter.

4. Press numeric key "0" - "9" to get the selected symbol.

The symbol window closes and the selected character is entered at the current cursor position.

5. If the symbol you just selected is an accent mark (¨, ^, `, ´ or ~). Type the letter for which you want that accent mark to be used.

* When you next open the Symbol menu, the character you selected will be selected again as the default. The Organizer automatically displays the ten characters most recently selected from the Symbol menu in its first page, making it easy to quickly access characters that you use frequently.

* You can use the following keyboard shortcuts:

Accent	Keyboard shortcut (followed by the desired letter)
~	[2nd] [L]
`	[2nd] [J]
´	[2nd] [K]
¨	[2nd] [B]
^	[2nd] [N]

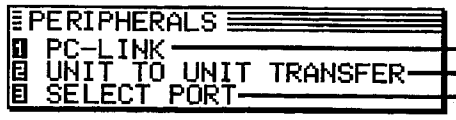
Non-English character	Keyboard shortcut
Ç	[2nd] [M]
ß	[2nd] [,]

Note: You cannot use √ in this organizer.

Chapter 9
Using the Optional Peripherals

Your Organizer is a powerful pocketsize computer with built-in functions that make it possible to accomplish a broad range of tasks. It has the flexibility to connect to other Organizers and transfer data to desktop computers using data transfer facilities, which are accessed through the PERIPHERALS menu. This chapter provides descriptions and examples to get you up and running quickly with these powerful features.

The Peripherals Menu



Sets up data exchange with PCs (see p.78).

Transfers data with other ZQ-630/ ZQ-640/ ZQ-650 Organizers (see p.77)

Configures data transfer to/ from other Organizers or PC via infrared port, Docking Station or cable (see p.74)

Transferring Data

There are several ways to transfer information - whether specific entries or entire files - between the Organizer and other information processing devices, including personal computers and other SHARP Organizers. In this way, you can back up your information to guard against losing it, or copy information so that you or someone else can work with it on another device. A summary of transfer devices, transferable data, and tasks to which a transfer device is most suited is provided in the table below.

Transfer device	Transferable data and direction of transfer (→:sent from ZQ-630/ 640/ 650, ←: received in ZQ-630/ 640/ 650)	Peripherals required	Most suitable task
Another ZQ-630/ ZQ-640/ ZQ-650 Organizers. (see p.74 and 77)	Single entries, entire files/applications → ←	4 pin cable IRDA	Exchanging data with other ZQ-630/ 640/ 650 Organizers
ZQ4000 series, ZQ5000 series+ Organizers. (see p.77)	←	4 pin cable	Can only receive data
Personal Computer (see p.78)	→ ←	Docking Station or IRDA	PC synchronization

+ Excluding ZQ-5000/ 5200/ 5100M/ 5300M

* **Only ZQ-650 Organizer has the function of infrared transfer.**

* **Depending upon the SHARP or third-party software you are using, some features and capabilities may vary.**

* **The Auto power off function (see p.12) is disabled in all transfer modes.**

When transferring data from other models, only entries in a mode (application) supported on the ZQ-630/ 640/ 650 Organizer can be sent.

Transferring between two ZQ-650 Organizers

Data can be transferred directly between two ZQ-650 Organizers via the infrared port. Single entries or all the entries in an application can be transferred in the Schedule, To Do, Ann, Memo, Expense, Tel and User File applications.

The transfer procedure differs according to whether single entries or complete files are to be transferred.

* **Press [ON] at any time to interrupt and cancel a transfer.**

* **After a transfer, the display returns to the application being used before the transfer procedure was begun.**

* **No peripheral devices are required to transfer data via the infrared port. However, infrared transfers are easily affected by ambient conditions which may interfere with this type of transfer. Connecting the two units directly using the 4 pin cable will ensure a more reliable transfer. See p.76**

Initial set-up

There is no special hardware set-up involved infrared transfers. And if you only want to transfer single entries using [2nd] [GET] and [2nd] [SEND], there is no software set-up either: all you have to do initially is set up the units properly so they use the same path (step 4 below). For all other infrared transfers, follow the procedure below.

1. Press [MENU] four times on both units to open the PERIPHERALS menu.

2. Select SELECT PORT.

A submenu opens.

3. Select IR.

4. Place the two Organizers so that their infrared ports are facing each other and are no more than 80 cm apart.

* During transfers, do not leave the cover more than three-quarters open or it will interrupt the infrared transfer.

* When transferring entire applications or files, or entries marked as secret, both Organizers must be unlocked (see p.83).

* Avoid direct sunlight.

* Keep the infrared port clean with a soft, dry cloth. Dust on the port could cause a transfer to fail.

* Although infrared transfer requires no special hardware, it is easily affected by ambient conditions and other factors such as external light, weak batteries, large transfer distance, transfer angle, etc. As a result, while infrared transfer is very convenient, there is a strong likelihood of data transfer failure, incomplete data transfer (missing data) or other errors occurring. It is therefore recommended that you check the received data thoroughly after making an infrared transfer.

Transfer single entries

Single entries can be transferred in all applications.

1. Turn on both Organizers.

2. On the sending Organizer, select the entry you want to send.

3. Press [2nd] [GET] on the receiving Organizer.

4. Press [2nd] [SEND] on the sending Organizer.

The selected entry is transferred and appended to data in the appropriate application.

* You can also transfer single entries using UNIT TO UNIT TRANSFER in the PERIPHERALS menu. In step 3, after opening the same application as on the sending Organizer, select GET DATA (APPEND) on the receiving Organizer. Then, in step 4, select SEND SELECTED ENTRY on the sending Organizer.

Transferring all entries in an application

All entries in Schedule, To Do, Ann, Memo, Expense, Tel and User File applications can be transferred.

1. Turn on both Organizers.

2. Open the same application on each Organizer.

3. On the receiving Organizer, press [MENU] four times to open the PERIPHERALS menu. Select UNIT TO UNIT TRANSFER.

A submenu opens.

4. Select GET DATA (APPEND).

5. On the sending Organizer, press [MENU] four times to open the PERIPHERALS menu. Select UNIT TO UNIT TRANSFER.

A submenu opens.

6. Select SEND ALL IN THIS MODE.

All entries in the application are transferred.

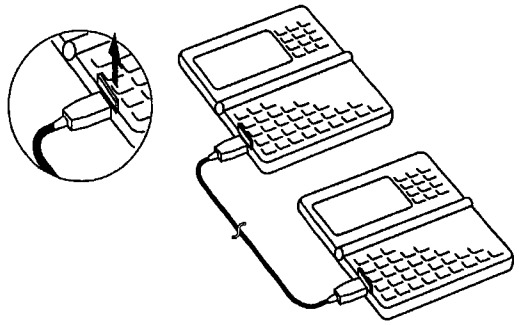
For more reliable data transfer, you can connect two ZQ-650 Organizers using the optional 4 pin cable.

To set up the Organizers for data transfer via option port:

1. Turn off both Organizers.

2. Open the cover of the 4-pin cable jack on each Organizer.

3. Plug each end of the cable into the jack on each Organizer.



4. Turn on both Organizers.

5. Press [MENU] four times to display the PERIPHERALS menu.

6. Select SELECT PORT.

7. Select OPTION PORT (4-PIN).

* To conserve battery power, disconnect the cable as soon as a transfer is completed.

* The [GET] and [SEND] keys are used only for infrared transfers, not for cable transfers. You must use the PERIPHERALS menu to transfer data via cable. Using the [GET] and [SEND] keys always initiates an infrared transfer, regardless of the selection for SELECT PORT or whether or not the cable is connected. (ZQ-650 only)

8. Transfer the data by following the same menu procedure as for the infrared transfer shown on p.76.

Exchanging data with other Organizers

You can receive information from other SHARP Organizers. However, ZQ-630/ 640/ 650 Organizers cannot handle graphic data from other Organizer models. This type of transfer requires the optional cable.

Initial set-up

1. Turn off both Organizers.

2. Open the cover of the 4-pin cable jack on each Organizer.

3. Plug each end of the cable into the cable jack on each Organizer.

* To conserve battery power, disconnect the cable as soon as a transfer is completed.

Transferring data

1. Turn on both Organizers.

2. On ZQ-630/ 640/ 650 Organizer, open the application in which you want to receive the data.

Only data corresponding to the application selected on the receiving Organizer will be transferred (regardless of which applications were selected on the sending unit).

3. On ZQ-630/ 640/ 650 Organizers:

Press [MENU] four times to open the PERIPHERALS menu.

Select UNIT TO UNIT TRANSFER.

A submenu opens.

Select GET DATA (APPEND).

A message appears, informing you that the Organizer is attempting to make a connection and receive data from the sending unit.

4. On the sending unit:

Press [MENU] and select SEND, or select SEND by pressing [2nd] [OPTION] depending on the model.

Repeat the steps above for all applications you want to import to your Organizer.

* If you select COMPUTER LINK (8-PIN) and practise UNIT TO UNIT TRANSFER, an alert "You must change PORT (path)!" will be displayed.

* After transferring an Expense record to ZQ-630/ZQ-640/ ZQ-650, the error indicator E will be displayed in the Amount field of the receiving unit if the data in the Amount field of an Expense record in other SHARP Organizer is over 8 digits.

* After transferring a To Do record to ZQ-630/ZQ-640/ZQ-650, 1, 2, 3, 4, 5 will be shown in the Priority field of the receiving unit respectively if the data in the Priority field of a To Do record in other SHARP Organizer is 0, 1, 2, 3, 4. Other characters such as 5-9, A-Z, ✓, etc will not be shown on the Priority field of the receiving unit.

* Symbols like [illegible] in other SHARP Organizer cannot be transferred to ZQ-630/ZQ-640/ZQ-650 Organizers and space will be shown in the receiving unit instead.

* After transferring a Memo record to ZQ-630/ZQ-640/ZQ-650 from other SHARP Organizer, nothing will be shown on the Title field of the receiving unit.

* After transferring a Memo record to ZQ-630/ZQ-640/ZQ-650 from other SHARP Organizer, the record received date will be displayed in the date field.

* There are some other restrictions. See p.79

Exchanging Information with a Personal Computer

Using SHARP's optional Organizer Link software and cable package or certain third-party software packages, you can exchange data with a personal computer. Certain software will allow you to exchange data with a personal computer via the Organizer's infrared port using the optional IrDA interface or the Docking Station. This makes it possible, for example, to use the unit when outside your home or office, then later transfer the data you have entered on the Organizer to your desktop computer.

To setup the Organizer for use with the Organizer Link:

1. Make sure the unit is turned off.

2. For infrared transfer (for ZQ-650 model only), set up the Organizer with the IrDA interface.

   For docking station transfer, plug the Organizer into the Docking Station. (See the Organizer Link manual for details.)

3. Press [ON].

4. Press [MENU] four times to display the PERIPHERALS menu.

5. Select IR for infrared transfer (for ZQ-650 model only) or COMPUTER LINK (8-PIN) for docking station transfer from SELECT PORT submenu.

6. Select PC-LINK.

* You can also press [2nd] [MENU] to access the PC-LINK.

Your Organizer is now ready to transfer data. Consult the Organizer Link manual regarding subsequent transfer procedures.

Press [ON] at any time to exit the PC Link mode. If you leave the Organizer in PC Link mode, more power is consumed from the batteries than usual, and the auto power off function does not work.
To conserve battery power, always press [ON] to leave the PC Link mode as soon as you have finished transferring data.

Points to Remember when Using Peripherals

When using Organizer Link software designed for an Organizer other than ZQ-630/ 640/ 650 Organizer:

* Data in applications that are not compatible with the Organizer Link cannot be transferred.

When receiving data from an Organizer other than ZQ-630/ 640/ 650 Organizer or when using an Organizer Link designed for another Organizer:

* Only data in applications/modes can be transferred.

Chapter 10
Personalizing Your Organizer

Now that you have an understanding of all of the Organizer's functions and its operation, let's take a look at the various ways you can customize the Organizer to suit your personal preferences: entries can be made secure through password protection and by marking them as secret; and a large font view can be selected for the Organizer's display.

The Organizer offers a level of security for its entries and operations. It is to define particular entries within various applications as secret, and then enable the LOCK ORGANIZER option within the PREFERENCES menu.

The Start-Up Display

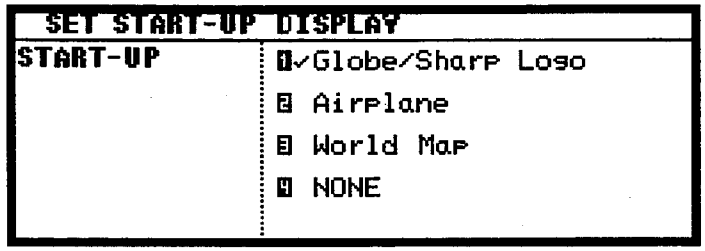
The Organizer can display three built-in graphic backgrounds.

You may choose one of the three built-in backgrounds to be displayed at startup (when the Organizer is turned on).

Selecting the start-up display

1. Press [MENU] twice to open the PREFERENCES menu, select SET START-UP DISPLAY.

Current selection is indicated by a tick.



2. Press 1-4 to select the desired background.

Setting the Owner's Information

The Owner's Information comprises your name, address and number.

1. Press [MENU] twice to display the PREFERENCES menu.

2. Select SET OWNER INFORMATION.

The cursor starts in the NAME field.

3. Enter your name, then press [▼] or [NEXT].

The cursor moves to the NUMBER field.

4. Enter your number, then press [▼] or [NEXT].

The cursor moves to the ADDRESS field.

5. Enter your full address.

* Press [↵] to move the start of the next line.

6. Press [ENTER] when done.

Locking the Organizer

The Organizer's LOCK function allows you to keep selected information in your Organizer secure by locking it with a password that you specify. Entries that you have marked as secret cannot be accessed until the Organizer is unlocked using the Password. Individual entries can be marked as secret, so that only someone who knows the password can access them by unlocking the Organizer. Marking entries as secret has no effect until the Organizer is locked.

Turning on the LOCK

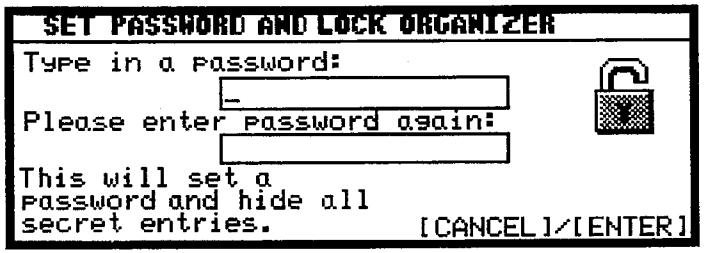
1. Press [MENU] twice to open the PREFERENCES menu.

2. Select SECRET from the menu.

The SECRET submenu appears.

3. Select LOCK ORGANIZER.

The LOCK ORGANIZER window appears prompting you to enter a password.


SET PASSWORD AND LOCK ORGANIZER
Type in a password:
Please enter password again:
This will set a password and hide all secret entries.
[CANCEL]/[ENTER]

4. Enter any password up to sixteen characters long. Letters and numbers can all be used. This text box is case-sensitive, which means that upper- and lower-case letters are treated differently. The password "SHARP", for example, is different from the passwords "Sharp" or "sharp".

* Choose your password carefully. If you forget your password, there is no way to bypass the Secret function or enter a new password without losing all data marked as Secret. It is strongly recommended that you use a password that you will always be able to remember, but which other people will be unable to guess.

5. Re-type the password to confirm and then press [ENTER] to store the password (or [CANCEL] to cancel the operation).

All entries marked as secret throughout the Organizer will then be hidden and will not be accessible until the Organizer is unlocked by giving the correct password.

A message appears warning you not to forget the password. If you have any doubt about whether or not you will always be able to recall this password, write it down and keep it in a safe place.

6. Press [ENTER].

🔒 appears on the display, indicating that any information you mark as secret will now be hidden.

Marking/unmarking entries as Secret

You can mark or unmark any entry as secret in Edit mode.

1. Open the application containing the entry you want to mark as secret.

2. Display the entry in Edit mode.

3. Press [MENU] twice to display the PREFERENCES menu, select SET SECRET STATUS.

* If the Organizer has been locked (which hides all secret entries), an entry which has just been marked as secret will be hidden together with all other secret entries (for more information, see the next section).

Accessing Secret entries

Entries marked as secret are not shown in any of the Organizer's display modes when it is locked, and cannot be accessed using any of the search methods. To be able to recall and access secret entries, the Organizer must first be unlocked.

1. Press [MENU] twice to open the PREFERENCES menu. Select SECRET.

The Secret submenu appears.

2. Select LOCK ORGANIZER.

A window appears, prompting you to enter your password.

3. Enter your password exactly as you registered it.

4. Press [ENTER].

If the password is correct, 🔒 disappears.

If the password is incorrect, a message appears indicating this.

5. After unlocking the Organizer, access any entry you want using the normal procedures.

* If you forget your password, you will not be able to unlock the Organizer and access your secret information. If this happens, you will have to delete all entries marked as secret. For a full explanation of what to do if this occurs, see p.85.

→ You can press [SEARCH] and then press [2nd] [-] to find only those entries marked as secret once the Organizer is unlocked (see p.25).

Automatic Relocking

Once a password has been registered, even if you unlock the Organizer using the procedure above, the Organizer will automatically lock itself each time you turn it on. This automatic relock feature protects your secret data in case you forget to relock the unit. The feature remains in effect as long as a password is registered. To disable this feature, the password must be deleted once the Organizer is unlocked.

You can also lock the Organizer yourself at any time:

1. Press [MENU] twice to open the PREFERENCES menu.

2. Select SECRET.

The SECRET submenu appears.

3. Select LOCK ORGANIZER.

🔒 appears, indicating that the Organizer is now locked.

Changing or deleting the password

To register a new password, the current one must first be deleted.

1. Press [MENU] twice to open the PREFERENCES menu.

2. Select SECRET.

The SECRET submenu appears.

3. Select DELETE PASSWORD.

4. Enter your password exactly as you registered it.

5. Press [ENTER].

A message appears indicating that the Organizer is unlocked. Entries that were marked as secret can be accessed until a new password is registered (to register a new password, use the procedure for Registering a password on p.82).

If you forget your password...

If you have forgotten your password, the only way you will be able to delete it and continue to use the Secret function is to delete all entries marked as secret.

1. Press [MENU] twice to open the PREFERENCES menu.

2. Select SECRET.

The SECRET submenu appears.

3. Select DELETE ALL SECRET DATA.

A warning message appears asking if you are sure you want to delete all the secret entries. If you have forgotten your password, you have no choice but to proceed.

4. Press [Y] to delete all secret entries. This will then allow you to enter a new password.

Changing the Calendar Display Format

The Organizer lets you change the default Calendar display to one you find more convenient. There are two aspects to changing the display: setting the weekly format, and setting the date format. You can use these options to set up a way of working that you prefer.

Setting the weekly format

You can set the Three-month view in the Calendar application to show the weeks in either a Sunday-to Saturday format (this is the default) or a Monday-to Sunday format.

In the Calendar application:

1. Press [MENU] twice to open the PREFERENCES menu.

2. Select SET UP WEEKLY FORMAT.

A submenu appears. The current setting is indicated by a tick.

3. Select the desired format.

The Three-month view is then displayed accordingly.

Setting up the date format

Almost all Organizer applications require a date to be entered at some point. The default format for date entry is "MM/DD/YYYY", where MM is the two-digit month, DD is the two-digit day of the month and YYYY is the four-digit year. The date will be displayed as "MMM DD, YYYY", where MMM is the three-character abbreviation for the month name. However, you can choose instead to have the date entered in the format "DD. MM. YYYY", which will then be displayed in the format "DD MMM YYYY".

For example, in MM/DD/YYYY format, the date July 4th, 1998 will be entered as "07041998" and displayed as "JUL 4, 1998". However in DD. MM. YYYY format, the same date will be entered as "04071998" and displayed as "4 JUL 1998".

1. Press [MENU] twice to display the PREFERENCES menu.

2. Select SET UP DATE FORMAT.

A submenu appears. The current selection is marked with a tick.

3. Select the desired format.

Selecting the Large Font View

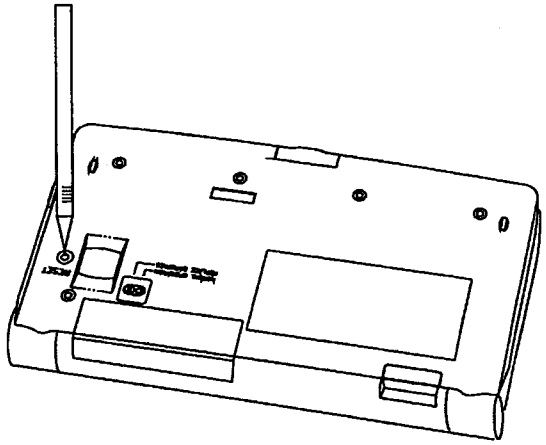
Since the Organizer's display is fairly small, you may find the displayed information easier to read if it is changed into a large font view.

In general, all of the Organizer's applications (except Clock, Calc, Calendar, Expense Report applications) share this feature. If you want to change the screen to be a larger font view, just press [A⇌A] key on the keyboard. If you want to resume it, press [A⇌A] again.

Appendices

A. Resetting the Organizer

A strong impact, exposure to an electrical field, or other unusual conditions may render the unit inoperative, and pressing the keys will have no effect. If this occurs, you will have to press the RESET switch at the bottom of the unit using a pen or similar object to be able to continue to use the unit.



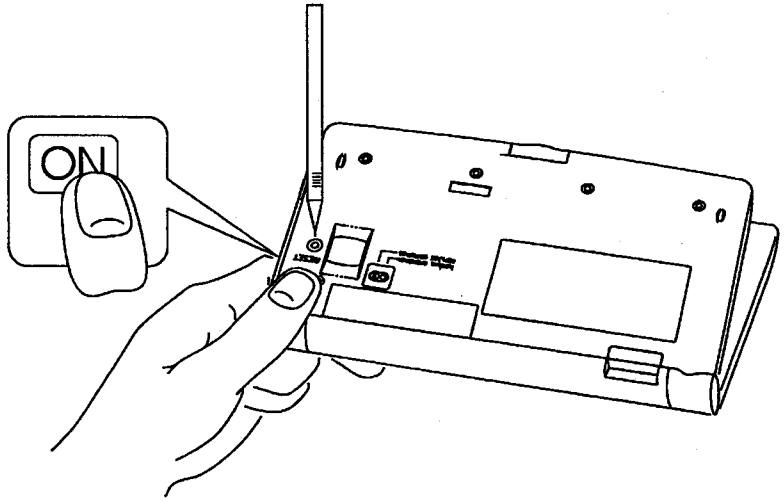
* **A condition that makes the unit inoperative may erase some or all of the data stored in memory.**

* **Do not use anything breakable, anything with a sharp tip or anything that might break to press the RESET switch.**

All reset operation

If the unit still fails to function after it has been reset using the procedure above, you will have to reset it using a slightly more complicated procedure:

1. **While pressing and holding [ON], press and release the RESET switch.**



A message appears.

2. **Press [N].**

* **Do not press [Y] in step 2. Doing so will delete all data in the unit.**

B. Battery Replacement

General guidelines

The Organizer uses the following type of battery:

Use	Type	Size/Model	Qty.
General operation	Alkaline batteries	LR03 (L30)	2

There are some extremely important points to remember when installing new batteries:

* Replace the two operating batteries at the same time with new batteries of the same type.

Caution:

* Keep batteries out of the reach of children.

* Remove batteries from the unit when they become weak or when the unit will not be used for a long period of time. Leaving weak batteries in the unit may cause battery leakage and damage from corrosion.

* Do not dispose of batteries by fire as they may explode.

Replacing the operating batteries

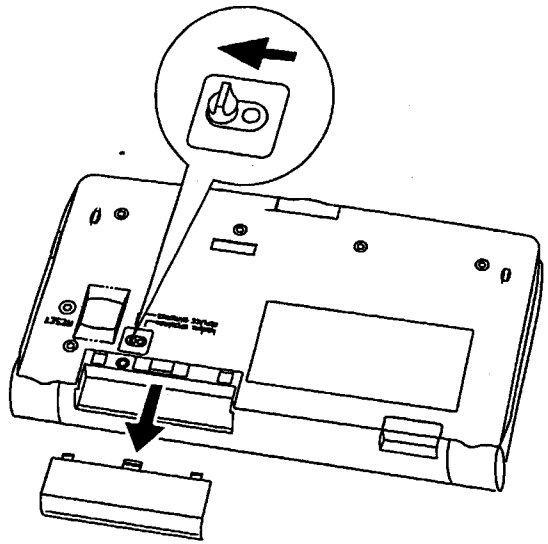
The Organizer detects two low battery levels which are warning and fatal. When the batteries is in warning level, the BATT symbol appears at the bottom of the display. In fatal level, the organizer will turn off automatically without indication.

If the BATT symbol still appears or nothing is shown, replace both of the operating batteries immediately.

1. Turn off the Organizer.

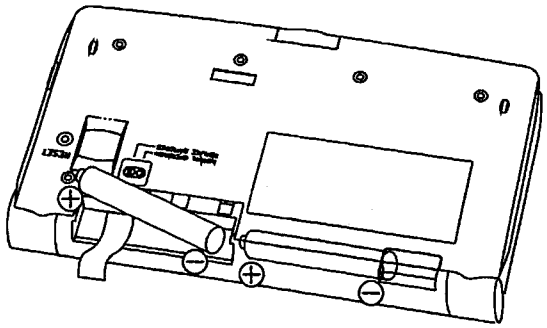
2. Set the battery replacement switch on the bottom of the Organizer to REPLACE BATTERIES (a red dot will appear).

3. Slide off the operating batteries cover.



4. Remove the old batteries by pulling the ribbon tab.

5. Insert the two new batteries on top of the ribbon tab, taking care to position them correctly according to the plus (+) and minus (-) terminals, as shown below.



6. Replace the cover.

7. Set the battery replacement switch to NORMAL OPERATION.

If nothing happens when you press [ON]:

* Setting the battery replacement switch to REPLACE BATTERIES shuts off power to the unit. Check that the battery replacement switch is set to NORMAL OPERATION.

* Repeat the above battery replacement procedure step by step.

* After following the above battery replacement procedure, the LCD contrast setting which is set by user will be back to its default mode.

C. Specifications

Model	ZQ-630/ZQ-640/ZQ-650
Display	239 x 80 dot matrix liquid crystal display plus LCD flag
Electronic unit section	
Applications	Calendar, Schedule, To Do, Anniversary, Telephone, User File, Memo, Expense, Expense Report, Clock, Calculation, Conversion.
Memory capacity	ZQ-630: 256KB (User area: Approx. 210Kbytes) ZQ-640: 512KB (User area: Approx. 464Kbytes) ZQ-650: 1MB (User area: Approx. 971Kbytes) Schedule application capacity: Approx. 2860 entries (ZQ-630) / 6560 entries (ZQ-640) / 13980 entries (ZQ-650) Tel application capacity: Approx. 2780 entries (ZQ-630) / 6390 entries (ZQ-640) / 13590 entries (ZQ-650) These capacities assume the following average entry sizes and only apply when all the available memory is committed. Schedule: 32 characters/entry Tel: 16 characters/entry in the name field 12 characters/entry in the number field
Maximum data size per entry	Approx. 2000 bytes
User interfaces	Keyboard
Other features	Secret function, data transfer, search function, help function, et al.
Calculator digits	12
Functions	Addition, subtraction, multiplication, division, constant, square root, percent, memory calculation, cost/sell/margin calculation, cost/sell/markup calculation, conversion calculation.
Clock	
Crystal oscillation frequency	32,768 Hz
Accuracy	Average variance per day, 1.5 seconds (at 25°C/77°F)
Display information	Year, month, day, day of the week, hours, minutes, AM/PM, city names.

Time system	12-hour or 24-hour
Other functions	Display of date and time for various cities around the world. Enable/disable daylight saving time.

Peripherals and data transfer interface

IR transfer	Up to a distance of approx. 80 cm. (only ZQ-650 Organizer has this function)
Cable jack	4-pin connector 8-pin Docking Station connector

Common

Power	Battery: 3V ⎓ DC, alkaline batteries (LR03 x 2)
Power consumption	0.3W (ZQ-650) 0.25W (ZQ-630/640)
Battery life	Battery life may vary depending on usage. Operating batteries: * Approx. 70 hours (2.3 months of 1 hour continuous use per day). Continuous display at an ambient temperature of 23°C (73°F) * Approx. 65 hours (2 months of 1 hour continuous use per day). Using the Backlight for 2 minutes per hourly use at an ambient temperature of 23°C (73°F) * Approx. 55 hours (1.8 months of 1 hour continuous use per day). Using the Backlight for 2 minutes per hourly use and searching for 5 minutes per hourly use at an ambient temperature of 23°C (73°F)
Backlight life	Backlight life may vary depending on usage. If the Backlight is on for 10 minutes per day (eg. 1 minute 10 times a day), the brightness will be reduced by half after 10* years (at an ambient temperature of 23°C and 65% humidity). * This figure may vary depending on the surrounding environment.
Operating temperature	0°C to 40°C (32°F to 104°F)
Dimensions	Open 153(W) x 155.2(D) x 17(H)mm Closed 153(W) x 84.6(D) x 20.8(H)mm
Weight	ZQ-630/ZQ-640 : 204 g ZQ-650 : 210 g (including batteries)
Accessories	Alkaline batteries LR03 x 2, operation manual

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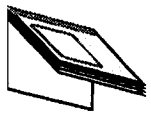

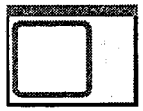

SHARP®

Electronic Organizer

Quick Reference Guide

Tel/User File Applications:

Used for managing a wide range of information, from a simple address book to an extensive restaurant guide or even a listing of your important business contacts. Press [TEL] or [USER FILE], then press [NEW]. Type in the information as prompted, and finally press [ENTER] to store.

In User File, the actual prompts are completely configurable, including up to 16 fields per item.

To configure, press [MENU], select File Name / Field Name / Index Items to change the file name, the field names and even the index. This configuration process applies to the User File application.

Search Function:

This function allows you to locate any previously stored entry by using partial or specific data as a search key.

1. Press [SEARCH].
2. Type in any word stored in the entries you want to find.

* To search only secret entries, press [2nd] [-] to check the SECRET ONLY item.

3. Press [ENTER] to begin the search.
4. Press [NEXT] to see additional entries that contain the searched text, then press [ENTER] when you find the desired entry.

Conversions:

Changing the currency rate

1. Press [CALC/CONV] several times until the CONVERSION mode appears.
2. Press [EDIT] to change the rate.
3. Press [C·CE] to clear the original rate first, then enter the new rate.
4. Press [▲] to move to the currency name field and make the desired changes.
5. Press [ENTER] when you have finished (or [CANCEL] to cancel the changes).

Performing a conversion

1. Press [CALC/CONV] several times until the CONVERSION mode appears.
2. Press [PREV] or [NEXT] to display the currency conversion screen in which you wish to change the currency rate.
3. Press [ENTER].
4. Enter the amounts you want to convert, then press [A►B].

Password/Secret Function:

This function allows you to keep selected information in your organizer secure by locking it with a password that you specify. Entries that you have marked as secret cannot be accessed until the organizer is unlocked using the password.

Turning on the Lock

1. Press [MENU] twice to open the PREFERENCES menu.
2. Select SECRET from the menu, then press [ENTER].
3. Select LOCK ORGANIZER, then press [ENTER].
4. Enter any password up to sixteen characters long.
5. Re-type the password to confirm and then press [ENTER] to store the password (or [CANCEL] to cancel the operation).
6. Press [ENTER].

Edit mode:

Provides the ability to modify any entry that was previously entered into the organizer.

1. Find an entry that you wish to change.
2. Press [EDIT] to go to Edit mode.
3. Move to the field you want to change.
4. Make any desired changes.

NOTE: You can highlight any text using [⇧] and the cursor keys, and then delete the text (by pressing [DEL]) or cut the text (by pressing [2nd] [CUT] to paste it elsewhere).

If you make a mistake and want to restore the original entry, simply press [CANCEL].

Anniversary Application:

Makes it easy for you to keep track of annual events, such as wedding anniversaries and birthdays of friends, relatives and business associates. Press [ANN], then [NEW], and Anniversary by Date appears. Enter the month and day, then the description, and press [ENTER] to store. Or, press [ANN] then [NEW], and Anniversary by Day appears. Enter the month by using the [▼] key, then the week number and day of the week. Finally type the description and press [ENTER].

Schedule Application:

Used for tracking meetings, appointments and time-sensitive data. Press [SCHEDULE], then press [NEW].
If you want to use a different date, move up to the date field and press the [▼] key. Press [NEXT] or [PREV] to select the desired month, then use the arrow keys to select the day of the appointment. Press [ENTER] when done. Move to the TIME field and type in the start and end times for your appointment, then press [▼]. Type in a description for the appointment. Press [ENTER] to store the entry.

To Do Application:

Used for organizing and tracking tasks and objectives, assign them priorities, and assign a category to each entry, making it possible to access them selectively in a variety of ways. Press [TO DO] and then press [NEW]. Enter a description of the task to be done, then press [▼]. Enter DUE DATE, which is the date by which the task must be completed. Enter a priority number which can be used to sort the entries in Index mode. Select a category and press [ENTER] to store the entry.

Cut/Copy/Paste/Select:

Eliminates the need to retype common data or to simply relocate specific information.

1. Display in Edit mode the entry containing the text you want to copy or cut.
2. Move to the start of the text you want to copy or cut.
3. While holding down [⇧], use the cursor keys to select the text you want to copy or cut. The selected text is displayed in reverse (white-on-black).
4. Press [2nd][COPY] or [2nd][CUT] to copy or cut the selected text.
5. Display in Edit mode the entry to which you want to add the copied or cut text, and press [2nd] [PASTE].

Clock:

Makes it possible not only to know the correct time and date in your area, but also to know the time in other cities or any region around the world.

Setting the time and date

1. Press [MENU] to open the Clock menu.
2. Select ADJUST TIME/DATE and press [ENTER].
3. Select the TIME SYSTEM field. Press [◀] or [▶] to indicate whether you want the time shown in 12- or 24-hour format.
4. Move to the LOCAL DATE field. Enter the current month and day each in two digits, and the year in four digits.
5. Move to the LOCAL TIME field. Enter the current time and press [AM] or [PM].
6. Press [ENTER] (or [CANCEL] to cancel the changes).

Memo Application:

Used as a simple yet powerful means of recording information, from meeting notes to memorandums and letters.
Press [MEMO] to open the application. Press [NEW] and then enter the details of document. Press [↵] to start a new line in the document.

Expense application:

A sophisticated and easy-to-use tool for managing your personal and business finances, etc.

1. Press [EXPENSE].
2. Press [NEW].
3. Enter the date in the order of month, day, year.
4. Press [▼] to move to the Amount field.
5. Enter the expense amount using up to ten digits including up to two decimal places.
6. Move to the Payment type field. Press [▼] to select the desired payment type. Press 1-8 to select the desired item.
7. Move to the Memo field and use the keyboard to input the description of the expense.
8. Move to the status field. Press [▼] to select the desired status mode.
9. Press [▲] to move to the Category field. Press [▼] to select the desired category.
10. Press [ENTER] to store the entry.

Calculator:

Provides a 12-digit calculator which performs mathematical operations, including square root and percentage calculations.

Changing the batteries:

When using the organizer, if the BATT symbol appears at the bottom of the display, the operating batteries should be replaced as soon as possible.

1. Turn off the Organizer.
2. Set the battery replacement switch on the bottom of the Organizer to REPLACE BATTERIES. (A red dot will appear.)
3. Slide off the operating batteries cover.
4. Remove the old batteries by pulling the ribbon tab.
5. Insert the two new batteries on top of the ribbon tab, taking care to position them correctly according to the plus (+) and minus (-) terminals, as shown below.
6. Replace the cover.
7. Set the battery replacement switch to NORMAL OPERATION.

SHARP CORPORATION

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